



**JOB TITLE:** NextGen Intern - Yearly  
**REPORTS TO:** Director  
**CLASSIFICATION:** Non-Exempt  
**DATE REVIEWED:** December 15, 2018

### **POSITION SUMMARY**

The NextGen Intern assists in the planning, implementation, and administration of all facets of the SV Kids and SV Students ministry at Sun Valley Community Church throughout the year. Strategic areas of ministry include Weekend Programming, Weekly Meetings, Summer Spectacular, Camps, Targeted Outreach and Discipleship Initiatives. This is a 15 hours/week position, for those with high school or college experience and ministry as their future career. In all actions they reflect the SV team leadership distinctives.

### **ESSENTIAL FUNCTIONS**

1. Attends and participates in weekly campus staff team meetings.
2. Attends a weekly Sun Valley Community Church weekend service.
3. Takes a significant role in weekend ministry programming such as scheduling, hosting, worship etc.
4. Meets with staff and leaders to understand the function and role of all staff positions.
5. Establishes healthy relationships with both parents, children and students.
6. Completes required reading, leadership cohort and SVCC culture orientation.
7. Attends Orange training and understanding of the orange strategy of ministry.
8. Assist in the development of leaders in SV Kids and SV Students.
9. Provides care for volunteers/leaders by making phone calls and sending notes.
10. Contacts volunteers weekly through phone calls, emails, and notes in order to provide encouragement.

Disclaimer: The essential functions are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SUPERVISORY RESPONSIBILITY**

N/A

### **WORK ENVIRONMENT**

This job operates in a produced environment for children and students. This role routinely uses technical equipment such as computers, musical instruments, sound equipment, and office machines

### **PHYSICAL DEMANDS**

This is largely a sedentary role, which requires the following physical activities: bending, stooping, kneeling, crouching, sitting, walking, finger dexterity, feeling, repetitive motions, talking, hearing and visual acuity. The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level during music events.

**TRAVEL REQUIRED**

N/A

**QUALIFICATIONS** – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, an/or ability required.

**MINIMUM QUALIFICATIONS**

- High School or College experience
- Participation in a peer Small Group at SVCC
- Collaboration skills, teamwork orientation, flexibility
- Agrees and aligns with the vision, values, pathway, leadership distinctives, and doctrinal statement of SVCC

**PREFERRED QUALIFICATIONS**

- Demonstrates spiritual maturity and character consistent with the Biblical requirements for church leadership

**SIGNATURES**

This job description has been approved by:

Manager\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_