



PERSONNEL POSITION DESCRIPTION

Youth Intern

| INTERNSHIP OVERVIEW

The Youth Intern will work closely with the Youth Leaders to provide pastoral leadership in all areas of the Junior High (Dwell 68) and Senior High (Dwell 912) Ministry at Purcellville Baptist Church. His/Her responsibilities shall include, but not be limited to, the development, implementation and coordination of ministries and programs within the scope of Dwell 68 and Dwell 912 (Junior High Service, Senior High Dwell and activities, etc.). He/She shall participate in the recruitment and training of volunteer leaders; be an active participant in discipleship; maintain the proper coordination and working relationships with other church staff, lay elders, and co-workers in the ministry; and fulfill other necessary functions that would enable Dwell 68 and Dwell 912 to operate with effectiveness and efficiency.

| RESPONSIBILITIES

Development, Implementation, and Coordination

- Collaborate with the Youth Director to oversee Dwell 68 & Dwell 912.
- Actively participate in Dwell 68 & Dwell 912 Sunday programs in administration and teaching.
- Coordinate Dwell 68 & Dwell 912 Youth activities that foster spiritual growth, provide fellowship, and actively encourage evangelism of Dwell 68 & Dwell 912.
- Work within the budget set for Dwell 68 & Dwell 912.

Discipleship

- Actively participate in the discipleship of students (one-on-one and small groups setting).
- Encourage all Dwell 68 & Dwell 912 leaders to participate in one-on-one and small group discipleship.



Summer Camps and Activities

- Organize and chaperone Dwell 68 & Dwell 912 summer activities
- Oversee and organize volunteers for varying activities
- Attend Dwell 68 & Dwell 912 summer camp(s)
- Organize weekly fellowship activities for Dwell 68 & Dwell 912

Spiritual, Professional, and Personal Development - This meeting between a ministry leader/staff person and the intern is important. These meetings should have three elements: prayer, learning, and planning.

- Spiritual – We are a Spirit-led house of prayer, leading people to abundant life in Christ. Be praying for those in our church/youth group.
- Personal – This is a time to coordinate calendars, plan activities, evaluate the internship, and enjoy the friendship you are building.
- Professional – Each week spend 25-30 minutes to share wisdom and insight with the intern on a variety of topics. Some suggestions are:
 - Week 1 – Orientation and clear explanation of intern responsibilities
 - Week 2 – Orientation and clear explanation of intern responsibilities continued
 - Week 3 – Personal spiritual development and professional growth (First Things First)
 - Week 4 – Recruiting and training of volunteer youth workers (Knowing PBC Volunteer Policy, Leading with the WHY, Inspiring with the church-wide vision)
 - Week 5 – Staff relationships (Learning to be a team player, German Shepherd vs Pitbull, Coach's Room Mentality)
 - Week 6 – Budgeting and financing the youth ministry program (Overcoming Budgeting Challenges)
 - Week 7 – Time management (Making the most of your time)
 - Week 8 – Leadership challenges (Dealing with Difficult people)
 - Week 9 – Pastoral care; hospital calling, pre-marriage counseling, weddings, general counseling, one-on-one discipleship, etc.
 - Week 10 – Evaluation of the internship (Exit Interview)

Other Duties as Assigned

- Conduct other duties as assigned by the Pastoral Staff and, if necessary, approved by the Elder Board.



Requirements

- Ability to monitor safety of students while in care to be aware of surroundings and to identify safety issues before and when they occur.
- Ability to respond to emergency situations that may include providing CPR or contacting help.
- Ability to remain stationary for extended periods of time while discipling, teaching, or waiting through a student event.
- Ability to communicate with students and parents.

Salary Structure and Benefits

- Position is non-exempt for labor management purposes.
- No benefits offered.

Application

If you are interested in being a part of a team that will help create and implement a new curriculum and culture with PBC, please go to www.purbap.org/employment to fill out an application.

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