

Engagement Intern: Youth Programming and Volunteer Relations

Summer 2021

20-30 hours/weekly

(unpaid)



JOB DESCRIPTION

This role will work with church partners to coordinate and facilitate projects with youth groups. Due to the COVID-19 pandemic, as well as the set up of our ministries, we are non-conventional in the way we are conducting youth outreach. This individual will work with our volunteer coordinators to schedule outreach projects and find opportunities that are amenable to the facilities. Along with youth projects we also envision this role to work on our volunteer newsletter, work on ways to appreciate volunteers, and more!

QUALIFICATIONS

1. Must be a disciple of Jesus Christ (view and sign Doctrinal Statement).
2. Excellent written, verbal, and organizational skills.
3. Engaging and willing to lead volunteer groups.
4. Creative mind for new ideas and initiatives.
5. Self-starter and independent worker.

OUTLINE

Onboarding / Introductory Tasks

- 1) Attend a New Employee Orientation (NEO) session
- 2) Review the Miracle Hill website and social media platforms
- 3) Learn about our volunteer database and be able to utilize it from the backend.

Ongoing Tasks Include

1. Communication with youth group leaders regarding logistics of projects
2. Leading groups of volunteers in summer projects
3. Proposing creative ideas for youth projects
4. Creation and distribution of volunteer newsletter
5. Appreciating volunteers through thank-you notes, small tokens of appreciation, etc.

PROFESSIONAL SKILLS YOU WILL ATTAIN

1. Leadership skills with youth
2. Communication skills spanning various parties
3. How to work confidently as a team member to achieve collective goals
4. Understanding of career opportunities in the non-profit sector
5. Better understanding of the complex systematic and personal issues of homelessness

INTERNSHIP AGREEMENT: I certify that all information I have provided to apply for the internship program through Miracle Hill Ministries is true, complete, and correct. I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to immediately discharge me from service, whenever it is discovered. I agree to comply with Miracle Hill policies and procedures and to fulfill my responsibilities as outlined in the internship job description and as required by my college/university. I understand that I am free to resign at any time, with or without prior notice, and Miracle Hill Ministries reserves the same right to terminate my internship at any time, with or without cause and without prior notice. I certify that I have read, fully understand, and accept all terms of the Miracle Hill Ministries Internship Agreement.

Intern Signature _____

Miracle Hill Ministries Supervisor Signature _____

Date _____