



Miracle Hill
MINISTRIES

Greenville Rescue Mission Internship

Guest Activities and Administrative Support Intern (unpaid)

- 20 hours per week
- Reports to the Greenville Mission Director
- Some evening and weekend hours required.

JOB DESCRIPTION

Using our yard, weight room, full-size gym/basketball court, and pickleball equipment, devise various activities to help our guests relax, stay fit, develop new skills, and socialize. This individual will help the ministry team with various administrative duties from setting up for meetings, filing, coordinating guest appointments, and more.

QUALIFICATIONS

1. Must be a disciple of Jesus Christ (view and sign Doctrinal Statement)
2. Excellent written, verbal, and organizational skills
3. Understanding of kinesiology and creative interest in recreational activities
4. Sociable and outgoing
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) Attend a GRM Team meeting and meet the team. Attend a Chapel service to meet the guests (residents).

Ongoing Tasks Include

1. Organize daily recreational activities (5 days a week).
2. Engage guests in conversation and learn their stories.
3. Assist Director and Program Manager with administrative tasks.
4. Perform data collection and data entry.

PROFESSIONAL SKILLS YOU WILL ATTAIN

1. Sports familiarity and aptitude
2. Organizational skills

3. Administrative resourcefulness
4. Work confidently as a team member to achieve goals
5. Develop leadership capabilities
6. Understanding of career opportunities in the non-profit sector

INTERNSHIP AGREEMENT: I certify that all information I have provided in order 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 _____