

NEW BRAUNFELS KIDS' CLUB

Intern Job Description



Job Title:	Kids' Club Intern	Job Category:	Missions/Ministry/Children
Department/Group:	New Braunfels Kids' Club	Job Code:	007
Location:	169 S. Hickory Ave	Travel Required:	Not in personal vehicle
Level/Salary Range:	\$7.25 per hour	Position Type:	Part-time, hourly
Time/Days Required:	Monday-Thursday, 2:00-6:30pm	Date posted:	March 1, 2018
Employment Span	Aug 27, 2018 – May 23, 2019	Posting Expires:	August 1, 2018 or until filled

Applications Accepted By:

FAX: (830) 626-7785

OR

E-mail: Jamie@nbchristianministries.org

Subject Line:

Attn: Kids' Club Director RE: 2018-2019 KC Intern

Mail:

Jamie Ezell, Interim Director

New Braunfels Kids' Club

169 S. Hickory Avenue

New Braunfels, TX 78130

Job Description

ROLE AND RESPONSIBILITIES

Kids' Club Interns minister to elementary-aged school recommended children at our Kids' Club Main Campus and at Kids' Club CISD Onsite Campuses. You will help supervise and interact with kids in a fun and appropriate manner. You will participate in recreational and educational activities such as games, songs, leading small group homework tutoring, reading, teaching chapel lessons, and leadership development. You will be asked to perform other duties as outlined in the SOP (Standard Operating Procedures) as well as directed by the Kids' Club Director and Program Coordinators.

- Kids' Club Interns model Christ-like behavior and lifestyle
- Maintain a safe, clean, and overall fun experience for the children
- Work as part of a team in a professional manner
- Greet all guests who enter Kids' Club and ensure the security of doors, gates, and grounds.
- Assist with pick-up to ensure that the child is leaving with the authorized person for security purposes
- Interact with the children in a positive and age appropriate manner
- Organize and participate in recreational and educational activities
- Maintain discipline with the children and initiate other measures to manage behavior
- Support children's emotional and social development, encouraging understanding of others and supporting positive self-concepts and biblical teaching
- Organize and store games, equipment, and materials to ensure order at Kids' Club
- Attend all monthly staff meetings/trainings as directed and weekly Intern meetings
- Participate in and complete assigned tasks in Leadership Development
- Be on time and prepared to work, participating or engaging at all times
- Be available Mon-Thu per your work schedule

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must have a High School Diploma (some exceptions with high recommendations)
- Must attend an area church
- Ascribe to New Braunfels Christian Ministries Statement of Faith and Kids' Club Code of Conduct Policies
- Must love working with children
- Excellent communication with children/parents/staff/volunteers required
- Have the ability to make children feel loved, accepted, and secure