



## **Humbly I Serve Job Description**

**Job Title:** Children's Outreach Intern  
**Department:** HIS Kids Project  
**Reports To:** Staff  
**Date:** Year Round

### **SUMMARY**

To serve as a Children's Outreach Intern through the development and acquisition of children's evangelism material; summer camp program outline and logistics; summer councilors training, travel logistics, and facilitation; and directing a two-week children's camp in St. Thomas in June.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Further develop Bible Boot Camp material and HIS Kids curriculum.
2. Network with other ministries and organizations who work with children to expand children resources available to use for H.I.S. Ministries.
3. Work with the planning, programming and facilitate the international HIS Kids Summer Camp.
4. Communicate with in-country contacts in order to incorporate and maintain a culturally appropriate program and facilitate details using local expertise.
5. Be involved in recruiting, selecting, and training camp counselors and additional interns for HIS Kids summer program.
6. Working with the Director of Development with administrative needs in providing trip budget, travel details and efficient communication for HIS Kids.
7. Raise required funds of \$2,500 for travel to St. Thomas in August for the HIS Kids Summer Camp.
8. Co-Direct with Director of Development at the HIS Kids summer camp in St. Thomas.
9. Contact/set up meetings with local churches and business to create strategic partnerships.
10. Share the HIS Kids Summer camp on social media and word of mouth.
11. Coordinate fundraisers and oversee fundraiser for HIS Kids.
12. Other duties as assigned by the Director of Development.

### **SUPERVISORY RESPONSIBILITIES**

This job requires the Children's Outreach Intern to manage a group of volunteers who will act as HIS Ministries summer program camp counselors. Management of these individuals will require the intern to be involved in their selection and preparation for the HIS Ministries summer program as well as

direction during the actual program in St. Thomas.

### **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, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Two years of college or technical school in child development studies, curriculum writing, Biblical studies, program development, or similar topics; or three to six months related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and comprehend instructions, short correspondence, and memos. Curriculum writing ability and experience would be helpful but not essential. Ability to clearly write correspondence and communicate detailed information. Ability to effectively present information in one-on-one and small group situations for training and teaching purposes.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to prepare simple budgets and communicate monetary needs in a clear, concise way.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

The employee will also be required to travel internationally for an approximate 2.5 week span.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

This internship also requires some international travel to St. Thomas.

## **WEEKS AT A GLANCE**

### *PARTNERSHIPS:*

You will be required to have weekly meetings set up with business, ministries, schools and churches. These meetings are to ensure strategic partnerships to develop awareness in the community and fundraise. **Expectation: Two meetings a week need to be scheduled.**

### *SOCIAL MEDIA:*

Please take time to look over HIS Ministries and HIS Vision's social media. Please make sure to like the page and share anything you find interesting on our pages. If we are having an online campaign please take part and ask your friends to do the same.

**Expectation: Like both pages, promote both pages.**

### *PREPARE FOR PRESENTATIONS:*

Update HIS Ministries information and items used for presentations and keeping them updated.

### *LETTERS:*

Assist in specific and general letter writing.

### *MANAGING:*

Working with others to make sure everything is on track for HIS Kids. This also entails filling positions needed and camp counselors.

### *DEVELOPMENT:*

Work with director of development to put together a staff handbook and policies and procedures. Also work with director of development to develop HIS Kids vision and mission statement.

### *EXPOS:*

Attend camp or ministry expos.

### *DRIVES:*

Pursue, develop and implement drives around the community for items HIS Kids will be in need of. This can be through churches, community centers, schools, businesses, Liberty, Dorms.