



Preschool Intern Job Description

Duration: Seasonal as determined by the Minister to Preschoolers

General Description:

- The Preschool Intern will serve as an extension of the Preschool Ministry of Forest Hills and help oversee Sunday morning and Wednesday evening programs, plus special events. Office hours will average 10-15 hours per week. (Some weeks such as VBS, etc. will require additional hours.)

Supervisor:

- The Preschool Intern will work under the Supervision of the Minister to Preschoolers.

Requirements:

- Spirituality: The intern should see themselves as a spiritual mentor and leader for their ministry area. The intern will be expected to always demonstrate the highest level of integrity and Christian witness. (Col. 3:17; 3:23-24)
- Education: All applicants should have completed their first year in college (or equivalent) by the start of the internship.
- Character: The intern should show a growing love for God and the people they serve and exemplify character above reproach. (Mt. 22:36-40)

Job description may include but is not limited to the following:

- Assist and supervise in the preschool hallway on Sunday mornings (10:45am - 12:45pm), ensuring volunteers are in place, serving in classrooms as needed and collecting attendance binders each morning
- Assist and lead in the preschool hallway on Wednesday evenings (5:45 - 7:45pm), leading the 4's/Pre-K class and resetting the classroom for Mother's Day Out
- Organize the resource room and storage room
- Refill supplies in the classrooms
- Post upcoming event information on the bulletin board
- Assist in planning events - preschool play dates, family outings, VBS, etc.
- Perform other duties as assigned

Pay: \$10 per hour (15-20 hours per week average). Hours are subject to change for special events. Pay is bi-weekly.