

**Summer Missionary Internship**

**Job Description**

Purpose: The purpose of the Christian Activity Center’s Summer Missionary Internship is to: equip, challenge, and grow 18-25 year olds in an Urban Ministry setting. Through this setting, topics like urban development, poverty, educational systems, health, child development, urban missiology, and much more will be addressed all on the foundations and lens of Christ. The design of this internship is for mutual discipleship and as a result, the interns will be living with our Chaplain and his family. One of the many goals is to be richly steeped in spiritual disciplines like prayer, Scripture reading, communion, meditation, and worship through song; creating a spiritual climate that shapes the whole summer. Through this shaping, the intern will be able to engage in the lives of kids 5-18 at the CAC and see Jesus in the eyes of these kids.

Responsibilities: The intern will be placed with a particular age group (Kindergarten-1st, 2nd-5th, 6th-12th) assisting the staff, getting to know intimately those kids, and being flexible. Tasks with these different age groups will include but are not limited to: teaching/assisting math, reading comprehension, physical education, crafts, leading devotions, guiding volunteers, cleaning responsibilities, assisting in field trips, encouraging staff, lesson planning, leading water day Fridays, going to camp with the kids, and much more. We are looking for someone that can exemplify quality communication, team work, is able to problem solve, self-management, organization, leadership, and initiative.

Reports to: Matt Cowman, Chaplain

Full Time: Monday – Friday,

Hours: 10 – 6 (40 hours/week) for 8-12 weeks

Pay: Financial Compensation will be discussed at a later date

The following traits are required for success in this position:

|  |  |
| --- | --- |
| **Communication** | Must possess strong communication skills and be a problem solver, be patient, able to maintain composure in a dynamic environment. Inspire and motivate children toward engagement. |
| **Team work** | Demonstrate the ability to work with children and staff in Christian spirit. |
| **Problem solving** | Compassionate, firm approach to difficulties showing a positive, “can-do” attitude, displaying confidence and accessing resources. Always a “gentle touch”, never yelling at or belittling children. |
| **Self-Management** | Responsible use of time, organizing and prioritizing tasks. |
| **Organization** | Ability to maintain adequate scheduling and accountability of programming to ensure quality of each activity. |
| **Leadership** | Oversee, motivate, and compel students to be lifelong learners and Jesus followers. Demonstrate leadership while maintaining structure. |
| **Initiative** | Instinctive desire to strive for increased performance, improved impact for our children as you assess children's individual needs and develop personal objectives. |

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**Summer Missionary Application**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: M/F

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Emergency Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College/University\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year (circle one): Freshman Sophomore Junior Senior

Major/Concentration\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type a one-page summary of your personal story and journey as a follower of Christ. When submitting via email, attach this Spiritual Journey Narrative along with the rest of your application. Briefly describe significant events, people who have impacted you, and how you came to faith in Jesus Christ. Please include how you are continuing in your spiritual growth. (500 words + on paper)

Name of home church:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Denomination:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Are you a member of this church? Y / N

Pastor’s name:

Indicate your participation at this church (regular, intermittent, or infrequent):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity are you currently serving?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person you currently serve under:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

That person’s phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you actively involved in a small group? Y / N

Describe your previous experience spiritually leading/investing in others, including roles, responsibilities, church, and length of time (take as much space as needed):

Are you comfortable leading and speaking in front of a group?

What previous experience do you have working with children?

Why would like to minister with CAC this summer?

Do you have any special gifts, talents or hobbies?

Anything else you would like to share?

Current Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date hired:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current weekly hours:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of immediate supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Employment:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsibilities:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of immediate supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list 3 references:

College/University –

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Church –

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Years Known\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Personal –

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Years Known\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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When completed, mail or email this form to Matt Cowman [matt.cowman@cacesl.org](mailto:matt.cowman@cacesl.org) or   
P.O. Box 2525, East St. Louis, IL 62201