

## INTERNSHIP DIRECTOR

### GENERAL DESCRIPTION

The Internship Director position will oversee and facilitate all aspects of Rock Point's internship program. This includes facilitating a weekly class, overseeing, and coaching the intern coaches and ensuring that Rock Point interns are being properly equipped and poured into during their time in the program.

**Classification:** Exempt; Salary // **Status:** Full Time (40 Hours) // **Team:** Next Gen //

**Supervisor:** Next Gen Lead Director, Jeff Larson

### WORK SCHEDULE

- Monday – Thursday: 9am – 5pm
- Saturday or Sunday: 8 flexible hours

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversees the program, execution of program goals, and administrative needs.
- Promotes the internship opportunity and facilitates the onboarding of new interns.
- Schedules staff and guest speakers for department presentations and skill development classes.
- Facilitate weekly internship class.
- Partners with coaches to maintain the quality of our intern experience in all departments.
- Connects monthly with each intern and coach concerning milestones.
- Develops relationships with current and potential university partners, primarily GCU.
- Works with other area churches who desire to partner with Rock Point to help them develop similar program.

### COMPETENCIES

- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

- **Interpersonal Skills** - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.
- **Ethics** - Treats people with respect; inspires the trust of others; works with integrity and ethically.
- **Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports church's goals and values.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Safety & Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions.
- **Attendance & Punctuality** - Consistently is at work and arrives on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Dependability** - Follows instructions; responds to management direction; takes responsibility for own actions.
- **Initiative** - Asks for and offers help when needed. Undertakes self-development activities.

## REQUIRED CRITICAL SKILLS, TRAINING AND EDUCATION

- Ministry experience working in a large church (at least 1,000 people) environment.
- Bachelor's Degree or equivalent church experience.
- Agrees and aligns with the vision, values, and doctrinal *Statement of Beliefs* of Rock Point Church. (<http://rockpointchurch.com/statement-of-beliefs/>)

## PREFERRED REQUIREMENTS

- 5 years of large church (at least 3,000 people) within a variety of different ministries and roles.
- Bachelors Degree in Ministry related field.
- Working knowledge of Planning Center Online and Church Community Builder.
- Experience teaching in a group setting
- Experience managing a ministry budget.

## PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to stand and walk and will occasionally be required to do some light lifting (up to 10 pounds).

## PERSONAL LIFE REQUIREMENTS (POST HIRE)

- Model biblical understanding and maintain a consistent personal devotional life;
- Model biblical commitment and become a covenant member of Rock Point Church (exceptions allowed on a case by case basis with Lead Team approval);
- Model biblical family life before the body and regularly attend worship service with your family;
- Model biblical integrity and conduct personal life in a manner consistent with RPC core values;
- Model biblical community; and
- Model biblical generosity and financially support Rock Point Church.