

Bon Air Baptist Church

Proclaiming the Grace of God – Growing Followers of Christ

Job Description: Student Ministry Summer Intern

FLSA Status: Part Time, Non-Exempt 20-25 hours/week

Location: 2531 Buford Road, Richmond, VA 23235

Immediate Supervisor: Interim Administrative Pastor

Principal Function: This paid part-time Student Ministry Summer Intern position will work 10-12 weeks, May-August, with the Interim Administrative Pastor to provide extended visibility/support for and ministry to the students at Bon Air Baptist Church, BABC.

Responsibilities:

- Perform duties assigned by the Interim Administrative Pastor
- Help plan, attend and lead special events, retreats, off-site camps, and trips
- Help set up and be present for weekly activities including Sundays, Wednesday evenings, VBS and other student ministry activities
- Assist in volunteer training and recruitment
- Participate in outreach and follow up with prospects and members
- Lead ongoing programming in the absence of the Interim Administrative Pastor
- Follow BABC guidelines to work with minors
- Meet with supervisor weekly for reflection, programming and evaluation
- Handle all administrative duties such as attendance management, upkeep of the student space, website and social media updates, registration forms and communicating with leaders, parents

Qualifications:

- College Student or Bachelor's degree, preferred
- Mature and developed faith in Jesus Christ and the ability to follow the beliefs of BABC
- Proficient in Microsoft Word, Excel, Outlook, and ability to learn a new database quickly
- Experience with social media, graphics, WordPress websites, Canva graphics preferred
- Ability to communicate and relate to multiple generations
- Ability to communicate promptly/professionally through e-mail, text, and social media
- Ability to manage time and projects, meet deadlines and keep a regular schedule
- Ability to push/pull/lift 30 lbs, see, hear, touch, walk, sit, stand, bend
- Ability to pass background and reference checks

Send resumes to
Sharon McCauley, Human Resource Generalist at jobs@bonairbaptist.org