

Title: Children's Curriculum Intern

Department: Children's Ministry

Reports To: Craig Arnhart, Staff Minister

Status: Intern

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all skills, responsibilities, and duties required of the position.

Position Summary

Design and develop age-appropriate curriculum for the CCCV Children's Ministry. The intern will create, write, edit, type, and in some cases teach contemporary lessons from the Bible. If applicable, the intern will also design crafts to accompany each lesson that is both age-appropriate and challenging for the students.

Responsibilities and Duties

- Research current trends in children's Christian curriculum.
- Participate in planning for special projects and events.
- Assist in the development and production of age-appropriate lesson plans.
- Develop visual learning aids for use in the classrooms.
- Updating existing curriculum to electronic format.

Qualification Requirements

- Self-starter with the ability to perform multiple projects.
- Organized, detail-oriented, and creative.
- Writing, editing, proofing, and typing skills.
- Intermediate computer experience in Microsoft Word, Excel, and Outlook.
- Spiritually mature Christian with the desire to serve children.

Education

Must be a recent graduate or currently enrolled at least part time as a college or university student studying Elementary Education, Christian Education, or participating in a program of similar nature.

Time Commitment

10 to 15 hours per week, per semester.

Benefits

- School credit according to college or university standards.
- Experience in a non-profit work environment.
- Develop professional writing skills.

Contact

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