

Application for Employment

STAFF DEVELOPMENT INTERN



Application published on September 23, 2022

Staff Development Intern

OVERVIEW

The Staff Development Intern assists in carrying out the vision and mission of TeenPact by supporting Staff Development's administrative needs while also functioning as a support to Staff, Interns, and Program Directors alongside the Director, Assistant Director, and Staff Development Coordinator. The Staff Development Intern is responsible for managing the assigned responsibilities below.

ROLE INFORMATION

Title: Staff Development Intern

Supervisor: Director of Staff Development

Status: Full-Time

Location: Richmond, VA (*preferred*)

Start Date: November or December 2022

Time Commitment: Through June 2023 (*minimum*)

Compensation: Information provided upon request

GENERAL EXPECTATIONS

- **Servant Leadership:** Serve with our National Office Team while supporting the mission, vision, and values of TeenPact.
- **Organizational Management:** Assist in the execution of departmental responsibilities.
- **Spiritual Health:** Maintain spiritual health and pursue spiritual growth by regularly attending a local church and sharing life with a Christian community.

ANTICIPATED RESPONSIBILITIES

- **Training and Preparation:** December 2022
 - Work with department leaders to develop administrative materials for January training events
 - Develop spreadsheets and other internal materials for season work
- **Training Events:** January 2023
 - Serve on Intern Training 2023
 - Serve on Staff Training 2023
- **Intern and Program Director Debrief Management:** January - May 2023 (10+ hours)
 - Assist in training on the debrief submission process
 - Organize Intern and Program Director debriefs
 - Request missing debriefs from Interns and Program Directors
 - Review, highlight, and flag debriefs
 - Update Intern and Program Director feedback files
- **Staff Debrief Management:** January - May 2023 (7+ hours)
 - Assist in training Staff on the debrief submission process
 - Organize Staff debriefs

- Request missing debriefs from Staff
- Review, highlight, and flag debriefs
- Update Staff feedback files
- **Staff Mentoring and Support:** February - May 2023 (5+ hours)
 - Assist department leadership in Staff feedback calls throughout the season
- **Intel Email Support:** January - May 2023 (10+ hours)
 - Track Staff Assignments and update spreadsheets
- **Intern Selection Support:** April - May 2023 (6+ hours)
 - Manage Intern application filing process
 - Manage Intern reference letters submission process
- **Staff Selection:** January - May (1+ hour) June (15+ hours)
 - Oversee Staff Interview Process at National Convention
 - Manage Staff reference letter submission process
 - Compile Staff application summary sheets
 - Manage Staff application folders

QUALIFICATIONS

- TeenPact Traveling Internship experience (*preferred*)
- TeenPact Travel Staff experience (*required*)
- Intermediate proficiency in teaching, administrative organization, and personnel development
- Intermediate proficiency in writing, editing, and interpersonal communication

PERSONAL INVESTMENT

Please attach a document with short essay responses (min. 50 words each) for the following topics.

- Describe your desire to serve in a full-time, discipleship ministry capacity.
- Describe previous mentorship and management experience.
- Describe your ability to effectively manage administrative details such as spreadsheets and emails.
- Describe the importance of excellent customer service.
- Describe what aspects of this opportunity interest you most.

Application continues on next page

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Please attach a resume with the following information or fill out each section below.

CONTACT INFORMATION

Please provide your most up-to-date information for us to communicate with you regarding your application.

FULL NAME: _____ DATE: _____

EMAIL ADDRESS: _____ PHONE: _____

MAILING ADDRESS: _____

EDUCATION

Please provide applicable education history, including names of schools, degree programs, or courses of study.

SKILLS

Please list applicable skills or experience that you believe would support your ability to fill this position excellently.

REFERENCES

Please provide 2-3 references who we can contact for further information and feedback regarding your qualification, competency, and character as needed. Please include their name, title, relationship, and contact information.
