



2018 Summer Intern – Job Description

Locations: **Dallas, Texas - New Orleans, Louisiana - Portland, Oregon - Minneapolis, Minnesota - San Diego, California - Jackson, Mississippi**

Job Purpose

Kaleo Missions is looking for passionate individuals to partner with the year round staff at each of our locations. Summer interns have the unique opportunity to be immersed in an urban community while developing valuable skills in youth ministry, urban missions, and leadership. We are seeking individuals who are committed to following the Lord, serving others, and have a desire to see people transformed by the Gospel of Christ.

Duties and Responsibilities

This person's primary responsibilities will be to work on a team, supervised by the City Director(s), to manage the day-to-day operations of a Kaleo Site. Their responsibilities will include: guiding mission teams, briefing and debriefing teams on ministry; leading learning activities; serving alongside of Kaleo groups; assisting with planning and preparing meals; oversight of Kaleo facilities.

- **Guiding Teams:** Kaleo Interns will serve alongside a mission team of 10-12 students and their youth leaders. The intern serves as the facilitator of the mission trip for the week. This includes helping teams arrive at ministry sites on time, leading various learning activities, and serving alongside the mission team.
- **Briefing and Debriefing:** Briefing is a way to help prepare teams before serving at a new ministry site or starting a learning activity. This requires clear communication and the ability to cast the vision of Kaleo Missions with teams. Debriefing is a way to help teams process their missions experiences. Effective debriefing involves confidence in leading small group discussions and spiritual discernment for handling spiritual questions, concerns, and ideas that arise. Discussing ways to continue to live a life of mission after the mission trip is one of the key components of a Kaleo Mission trip.
- **Hospitality:** Kaleo hospitality is a crucial part of the Kaleo summer program. Hospitality involves preparing simple meals for mission teams, stocking supplies (such as toilet paper, soap, paper towels, etc.), and keeping the Kaleo site clean and organized. Throughout the summer there will be a rotating schedule for each summer intern to take turns serving on hospitality.

Secondary Responsibilities

Kaleo Interns may be asked to assist with promotion and communication of ministry events for Kaleo Missions. Applicants with skills/experience in the areas of photography, communication via social media, videography, leading worship, and blogging are encouraged to apply. (Skills in these areas are not required to serve on staff with Kaleo).

Requirements

- Must be at least 18 years old
- Must have prior ministry experience. What constitutes *prior experience* will be evaluated on a case-by-case basis.
- Must be in agreement with our [Statement of Faith](#)
- Must be in agreement with our [Standards for Kaleo staff](#)
- Must have a heart for outreach ministry to some of the most vulnerable people in the United States
- Must have a desire to see lives transformed through Kaleo Missions experiences
- Must have excellent people skills and leadership skills
- Must be confident speaking in front of small groups
- Must be reliable and self-motivated
- Must demonstrate efficient time management
- Must be teachable and able to receive constructive criticism
- Preference given to applicants with some Bible/Ministerial training

Employment & Training Dates

Kaleo Interns host youth groups in one-week increments throughout the summer. The summer season typically runs **June through early August**. There is one week of on-site required staff training prior to leading mission teams.

Work Hours

The Kaleo work hours vary from week to week. Interns live on-site, serve with the teams, and lead evening debrief.

- During weeks when the Kaleo Intern is guiding a group: The intern will live on site and serve alongside of the Kaleo participants. The number of hours during these work weeks will correspond to the ministry schedule for the Kaleo groups.
- During weeks without groups: Sometimes there are gap weeks between Kaleo groups. The Kaleo interns will have no group responsibilities during these weeks and will have the opportunity to serve at our ministry partners and spend time preparing for upcoming Kaleo Missions teams. The intern will coordinate with the Kaleo Site Director to plan for these weeks off.
- Time off: Missions teams serve for 5 or 6 nights, Sunday-Friday or Saturday. Kaleo Interns will have time off between groups.

Intern Expenses/Financial Support

The Kaleo summer internship program is a free, unpaid internship intended to develop ministry skills, grow in leadership abilities, and make a lasting impact in the lives of students. The internship includes housing, food, and transportation (during weeks with missions teams).

- Kaleo Interns are strongly encouraged to raise missionary support. Kaleo staff will work with interns in determining an appropriate amount of support that meets their personal needs and will provide interns with support letters and other supplies needed to raise missionary support.

- The Kaleo Intern is responsible for all costs incurred during their time serving with Kaleo (extra food, souvenir shopping, personal expenses, bills, etc.). Housing and food are provided by Kaleo Missions.
- Kaleo Staff will gladly work with summer interns to earn school credit for their internship.

Application Process

We require that each applicant be at least 18 years old, have leadership experience, as well as two references who aren't relatives. Each applicant will complete an online application, and then a second round of applicants will be invited to an online interview. If you qualify and are interested in serving on staff with Kaleo Missions this summer, please apply online: <http://www.kaleomissions.org/intern-application/>.

If you have any questions about the position or would like more information, please contact us at staff@kaleomissions.org

Kaleo Missions is a partnership-based ministry dedicated to caring for the poor and marginalized people of the urban United States. Visit our website at www.kaleomissions.org