



RUSH | Programming Intern Role Description

Updated February 2025

Basic Function:

This internship focuses on the content creation and week-to-week operations of RUSH. You may be involved in weekly meetings and working to get content ready each week for small group leaders and students. Intern will gain hands-on experience in youth ministry operations, team collaboration, and project management, preparing them for future careers. This position will work closely with the RUSH staff and report directly to the Director of Youth Ministry & RUSH Administrative Coordinator.

Spiritual Requirements:

- Has trusted Jesus to save them from their sins and be the Lord of their life.
- A desire to continue developing a strong, committed and mature relationship with Christ.
- Can champion the mission vision and values of Crossroads and RUSH.
 - Mission of Crossroads
 - *At Crossroads, we want to help people connect with God and others at the Crossroads of life.*
 - Mission of RUSH
 - *At RUSH, our mission is to partner with parents as they aim to Biblically lead their student(s), by helping connect their student(s) with God and others at the crossroads of life.*

Qualifications:

- Considers CCC to be their church home. Exceptions may be made if roles are not able to be filled with people who call Crossroads their church home.
- Is consistently serving in a monthly Crossroads' ministry or a ministry in their home church.
- Will be at least 16 years old at the start of their internship in late August 2025.
- Has access to a reliable form of transportation.
- Ideal candidate is already involved in RUSH as a student or leader. If a student, applicant is a consistent RUSH attender.
 - Is a positive contributor and fully engaged in both large group and small group discussions.
- Must be teachable.
 - Wants to learn, grow, and lead.

- Willing to ASK for help.
 - Willing to TAKE feedback.
 - Willing to PRAY though feedback and make adjustments.
- Understands confidentiality is a MUST- takes very seriously the important of maintaining confidentiality- commits to keep specified information confidential, including from family and close friends.
- Handles conflict in a Matthew 18 manner.
- Understands the expectation for believers to be individuals who display Godly character and integrity while utilizing social media. It is understood that WHAT you post and HOW you interact on your personal social media account(s) matters.

“Possible” Ministry Responsibilities of a RUSH | Programming Intern:

- Be involved, provide input and/or possibly oversee RUSH events, activities, and various Wednesday night programming.
- Help organize and prepare materials needed for different programming elements.
- Complete miscellaneous administrative tasks.
- Attend planning meetings for different events when it coordinates with the intern’s office hours.
- Help with menial tasks such as sorting t-shirts, printing/cutting/collating projects, making signs, etc.
- Assist in the logistical coordination of events, including scheduling, resource management and volunteer oversight.
- Support the creation and distribution of programming materials, such as large group lesson questions, small group lessons, and student lesson sheets.

Hours/Pay:

- Some of our internships are paid and others are not. Generally speaking, the education and experience the intern brings with them during the interview process will dictate whether an intern is paid or not. Apply with the intent/understanding you are doing an unpaid internship.
- Time frame: 2025-2026 school year (August 18, 2025-May 29, 2026)
- Available Monday, August 25, 2025 from 5:30pm to 8:30pm for mandatory All-Intern Orientation & Welcome Dinner
- Available Tuesday, May 19, 2026 from 6pm to 8pm for mandatory All-Intern Graduation
- Approximately 3-8 hours per week
 - Office hours will be flexible.
 - If applicant is a RUSH small group leader or serving team member, this internship does not include time spent at RUSH on Wednesday night or RECHARGE. If a Crossroads Kids, Host or Worship/Tech serving team member or leader, this internship does not include time spent on Sundays serving in

their respective ministries. Intern should maintain a serving role within the larger church body throughout their internship period. Hours spent serving in their respective ministries should not be logged on their weekly timesheet.

- Flexible, with advanced notice