



Full-Time X
Part Time

Exempt X
Non-Exempt

Date Prepared: 9/03/25
Date Hired:

Employee:
Department: Leadership Development

Job Title: Internship Director
Direct Report: Lead Pastor

Objective: You get to plan and execute a world-class summer leadership program designed for students age 14-24. We're inspiring developing leaders to be planted and thriving in the local church while they prepare for their future. You will also build a night program that runs in the Fall and Spring – training adults who are called to leadership whether in the marketplace or full-time vocational ministry.

Experience and Knowledge Required:

- A proven history of recruiting and leading high impact volunteer teams.
- A gift for gathering and galvanizing both students and adults.
- Understands generational dynamics, the unique emotional needs of developing leaders and excellent conflict resolution skills.
- Outstanding public communication skills – written and verbal.
- Strong and confident public speaker.
- The ability to identify, connect with, and inspire high-capacity business leaders.
- A student of innovative and excellent leadership programs happening around the world.
- Biblical theology that aligns with the beliefs and vision of theChapel with an emphasis on leadership principles.

Key Functions and Responsibilities:

- Guard vision and provide high-level leadership for The Internship, scaling and adapting as it grows.
- Recruit, develop, and care for volunteers, instructors, and leaders who execute and facilitate the program.
- Continuously improve and implement curriculum that helps interns take next steps in their spiritual journey.
- Create clear registration, scholarship, and payment systems for students from theChapel and other churches.
- Build and leverage a network of local and national community leaders excited to serve interns.
- Be the face of the program—engaging with interns daily and leading in key moments like launch, speakers, and graduation.
- Engage with parents, earning their trust and partnership in their students' success.
- Plan and execute events year-round (pop-ups, fun activities, intern choir weekend) that build momentum and connection. (*combined unique events + intern choir for clarity*)
- Coordinate with communications/creative teams for promotion, media, and timely deliverables.

- Create systems to review program effectiveness and provide leadership with metrics and detailed plans. (*combined systems + metrics reporting*)
- Manage Internship social media and website year-round.
- Use PCO effectively for scheduling and event management while following global data guidelines.
- Steward budgets, equipment, and resources wisely—negotiating prices and controlling costs.
- Build a night program for adults that mirrors the Internship vision with tailored content.
- Gather and share stories of interns who went on to do great things.

Personal Attributes

- Love for God
- Love for people
- Pursues excellence that honors God and inspires people
- Enjoyable to be with, and devoted to the call of God and the Church
- Displays a high-level of hospitality, and a service-oriented attitude
- Actively participates in the life of the church including community involvement
- Supports the church through regular tithe and offerings
- Work ethic to get the job done on time

Success Metrics:

- Interns are consistently integrated into healthy community and leadership growth opportunities.
- Increasing percentage of interns completing all 4 years.
- Interns are prepared and ready to enter roles on the Chapel staff, or marketplace opportunities as they become available. We should never need to “look” for a leader. We should be making them.
- The Internship grows at a rate consistent with overall growth of the church.
- The Internship is visible and attractive to prospective students, parents, and Legacy givers.
- Compelling narrative of students accomplishments after graduating from the Internship.