**Groups MA** | Community Life

*Part-Time – Oaks College Scholarship*

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**Job Overview**

The Groups Intern will report to the Community Life Associate Director. This position will help lead & develop Groups, assist in back-off plan execution, organization of areas of management, and contribute to Community Life ministry support. This is a part-time position in partnership with Oaks College scheduled for 20 hours a week Sunday through Thursday.

**Responsibilities & Duties:**

**Groups**

* Assist Associate Director with on-ramp for Group Leaders
* Set up Office Dream Team to connect and follow up every other week (F1 & Group Vitals)
* Attend & help execute Group Coaches Meetings
* Assist in Group Leader Celebration back off plan
* Assist in Groups Semester Launch back off plan

**Men’s Breakfast**

* Plan to execute and grow Men’s Breakfast gatherings with cross-departmental communications & collaboration
* Work with Ministry Leads & Dream Team to facilitate and lead these events.
* Track metrics for the Community Life dashboard.

**Parties of 8**

* Plan to execute and grow Parties of 8 gatherings with cross-departmental communications & collaboration.
* Work with Ministry Leads & Dream Team to facilitate and lead these events.
* Track metrics for the Community Life dashboard.

**Community Life Leadership**

* Support in the development of groups
* Support the Welcome Team on Sundays
* Participate & lead at Men’s Breakfast and Parties of 8
* Participate & collaborate in Team Meetings
* Come ready to learn in internship teaching & power hour
* Show up at huddles 15 minutes early to connect with Dream Team

**Qualifications and General Expectations**

* Current Oaks College student
* Actively disciple's others & is passionate about walking with & leading others to do the same
* Excellent People Skills | relational, pastoral, intentional, influential, strong leadership skills, and works well in multi-generational Adult Ministry
* Well-versed in verbal and written communication skills
* Comprehensive organizational skills and attention to detail
* Strong analytical and problem-solving skills
* Reliable in prioritizing tasks and time manages well | delegates tasks & responsibilities
* Ability to function well in a high-paced and at times stressful environment

**General Expectations**

* Support and live out the vision, core values, and mission of Oaks Church
* Embodying Staff Values
* Commitment to continual growth in personal spiritual life and relationship with Christ
* Attend Oaks College required gatherings, tier specific events & CL meetings
* Be a leader worth following | model an authentic, holy life for Dream Team
* Seek to establish genuine and caring relationships with people on the Dream Team
* Striving for strong team chemistry
* Be teachable with a humble and submissive attitude
* Maintain all information confidential (about staff, projects, property, members, etc.)

By signing below, I confirm that I understand the above job description and that I may be asked to perform tasks that are not specifically listed above. I also confirm that I have received a copy of my job description and had the opportunity to ask questions about my job description. I further confirm that I am able to perform all the duties in my job description and understand that I will be held accountable for these tasks during the review/evaluation process.

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Employee Signature Date