



CONNECTIONS/HOSPITALITY INTERN

DATES AND HOURS OF EMPLOYMENT

- Approx. June to August 2025 (8 weeks)
- 35 hours per week

ACCOUNTABILITY:

- Report to the Pastor of Connections & Community and Hospitality Associate

KEY RESPONSIBILITIES:

SUNDAY SOCIALS

- Planning and directing each of the church wide Sunday Socials that take place throughout the summer.
 - Oversee hospitality team scheduling and related administration for each event.
 - Assist the RIDGEKIDS and RIDGEYOUTH interns to create connection opportunities for youth & young families at each social.
 - Ensure that all necessary social event resources are prepared to effectively serve 300+ people attending each social.
 - Lead the volunteer Hospitality team serving at each social. Provide effective communication & direction and appreciation throughout and following each event.
 - Ensure that all church event resources and facilities are well stewarded by ensuring the proper care and attention is given.

SUNDAY HOSPITALITY

- Support the Connections teams on Sunday mornings by ensuring that their areas and resources are “Sunday ready” to serve the Church.
- Provide additional team support where needed during Sunday services (ie. Coffee Bar, Kids check in, etc.)
- Ensure that resources and facilities used on Sunday mornings are stewarded well and maintained for future use. (Ie. Hello Hub Desk, Coffee Bar, Giving Station, etc.)

CONNECTION TEAM SOCIALS

- Plan and prepare for Team Socials for the Hospitality, Coffee Bar, Greet, Usher and Hello Hub teams that will take place throughout the summer.

FRONT DESK SUPPORT

- Provide hospitality to guests as they arrive either in person or by phone during the weekday (i.e. welcome, prepare coffee, etc.)
- Organize the copy room, office coffee area and libraries.

OTHER CONNECTIONS

- Be a part of church wide connection events ie. Hike & Studies, Kids camp, etc. where schedule permits.

COMPENSATION:

- \$19.15 Per Hours (inclusive of 4% vacation pay).