



**FOR THE
NATIONS DC**

For the Nations DC: Kid's Club Internship (Part Time, 8 hours/week)

Job Purpose: This internship is designed to provide a hands-on learning experience for those interested in cross-cultural ministry that both meets educational needs and shares the Gospel of Jesus Christ. The ideal candidate for this position is someone who has a heart for people from around the world, a heart for serving whole families, and an interest in education.

You will serve primarily with our Evening Kids' Club program, which offers reading clubs for school age kids, sports and outdoor activities, English conversational groups, and family activities. All programs take place at an apartment complex in Alexandria.

During the course of this internship, you will gain experience in both the administrative and relational aspects of ministry.

Reports To: Kids' Club Leadership Team

Work Location, Hours, and Compensation: This is a part-time role that requires 8 hours per week for approximately 32 weeks from September through May. This internship requires a 9-month commitment, with possibility of renewal.

This position requires you to be onsite Tuesdays and Thursdays from 4:30 to 7:30 pm at an apartment complex in the Landmark neighborhood of Alexandria. The remaining hours are more flexible and can be done either from home or at our office in Alexandria.

This position can be done in a volunteer capacity, for academic credit, or for an agreed upon stipend. This will be negotiated during the hiring process.

Responsibilities

- Greet families and help them register for programs; answer questions families may have
- Assist with weekly hospitality (e.g., serving tea, handing out snack bags)
- Take attendance and keep both participant and volunteers rosters updated
- Edit and format curriculum materials for children's reading program
- Make copies and laminate educational materials
- Organize lesson plans in a filing system
- Help with the setup and clean up of the program space
- Join Kids' Club leaders in visiting with families in their homes
- Help with snack bag packing events and other recruiting events with churches and community groups
- Learn about and try different aspects of the program; children's tutoring, facilitating conversational groups, etc.
- Participate in team meetings
- Complete readings and participate in trainings

Required Qualifications

- Christian in good standing with his/her local gospel-centered church
- Fully support the mission FTNDC
- Affirm FTNDC's statement of faith
- Satisfactory background check
- High School Diploma or GED
- Excellent communication and interpersonal skills
- Flexible to changing needs
- Strong administrative, computer, and organizational skills

Preferred Qualifications

- Fluent in another language besides English (especially Arabic, French, Dari, or Pashto)
- Experience working with children and youth (paid or volunteer)
- Future plans to enter into the the fields of Christian ministry, education, social work, or refugee/immigrant services

For the Nations DC Mission and Statement of Faith

All FTNDC staff, volunteers, board members, and partner churches must affirm the following mission statement and statement of faith:

Mission: To offer hope and help to immigrant families through quality English instruction while aiding students in cultural navigation and community resource connections. We proclaim the gospel of Jesus Christ as the ultimate hope of healing for the brokenness we all experience.

Statement of Faith: "We believe in one God, the Father, the Almighty, maker of heaven and earth, of all that is, seen and unseen. We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten from the Father, God from God, Light from Light, true God from true God, begotten, not made, of the same substance as the Father. Through him all things were made. For us men and for our salvation he came down from heaven: by the power of the Holy Spirit he was born of the Virgin Mary, and became man. For our sake he was crucified under Pontius Pilate; he suffered, died, and was buried. On the third day he rose again in accordance with the Scriptures; he ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and his kingdom will have no end. We believe in the Holy Spirit, the Lord, the giver of life, who proceeds from the Father. With the Father and the Son he is worshipped and glorified. He has spoken through the Prophets. We believe in one, holy, universal, and apostolic Church. We acknowledge one baptism for the forgiveness of sins. We believe in the resurrection of body, and the life everlasting. Amen."

How to Apply: Complete this [application](#) and send resume to Vera at vera@ftndc.org and Katheryn at katheryn@ftndc.org