



**Organization Name:** The Philadelphia Project  
**Website:** [www.thephiladelphiaproject.com](http://www.thephiladelphiaproject.com)  
**Position Title:** Summer Intern  
**Location:** 8230 Ridge Ave. Philadelphia, PA 19128  
**Duration:** May 24<sup>th</sup>, 2017 - August 11<sup>th</sup>, 2017 (12 weeks)

**Contact Information:**  
Scott R. Smith  
Director of Interns & Partnerships  
*Email:* [scott@thephiladelphiaproject.com](mailto:scott@thephiladelphiaproject.com)  
*Phone:* 724-971-5389

**Organization Description:** The Philadelphia Project is a Christian non-profit organization committed to the holistic re-development of our neighboring community in partnership with local churches. In partnership with Roxborough Church we offer short-term missions trips for middle school, high school, and college aged students throughout the summer, as well as service opportunities for church groups and work groups throughout the year. Our intent through our home repair ministry is to serve the poor, the elderly, single-parents, and those plagued by physical or financial hardships. Our intent through our after-school program and summer camp ministry is to bless families by providing Christ-centered after-school and camp opportunities for children. We also serve families throughout the year through our Philadelphia Project Preschool & The Table Food Pantry. During the summer of 2017 we will offer 8 weeks of work camps/mercy ministry & 5-6 weeks of Re:Fuel Summer Kid's Camp.

**Overall Summer Intern Job Description (Applies to all Internships at TPP):** Summer Interns are responsible for the programmatic, relational, and spiritual elements of our Home-Repair summer Projects, Kid's Camp & Mercy Ministry experiences. Our summer intern staff will (1) serve the participants who are coming in on the missions' trips, (2) be the primary contact persons for the people we serve from our neighborhood during the summer, and (3) lead young people through their missions' experience. These participants will range from 6<sup>th</sup>-12<sup>th</sup> grades along with college students and adult leaders.

**Responsibilities will include but are not limited to:**

- Serve on ministry sites with group participants as a representative of The Project
- Maintain the overall spiritual focus of the ministry site
- Provide leadership for participants in all aspects of life at TPP
- Develop relationships with members of our church community & the surrounding neighborhood
- Build redemptive relationships with participating teenagers
- Provide daily oversight on service sites (Construction, Kids Camp or Mercy M)
- Assist with evening meals and facilitate the transitions of The Project's schedule
- Participate in evening club through games, worship, and sharing testimonies.
- Lead small groups to help students process their week
- Staff members will live on site at The Project and attend Roxborough Church during the entirety of their internship

**Minimum Intern Requirements:**

- A knowledge and experience of the saving grace of Jesus Christ
- A love of God and a desire to honor and serve God in all aspects of life
- A commitment to the final Lordship of Jesus Christ over life
- A commitment to the final authority of Scripture over faith and life
- A willingness and ability to demonstrate and articulate one's Christian faith
- A deep love for people as valuable in God's sight
- A commitment to racial reconciliation as a primary mission of the church
- A commitment to relational ministry to young people PreK-12<sup>th</sup> grade
- A commitment to work diligently within an irregular schedule
- A commitment to working with and investing in other staff as a part of a team
- Continued participation in our local partnership church (Roxborough Presbyterian Church)
- Applicants must demonstrate a willingness to submit to authority
- Applicants must be able to recognize the value of rest & be able to set healthy boundaries
- Applicants must be willing develop a humble heart and desire to serve others
- Applicants must be at least one full year removed from high school
- Experience in youth ministry is helpful

## **2016 Summer Internships**

**All Internships:**

- I. All Interns will be involved in evening programming at The Project
- II. Will attend Staff Retreat, be involved in training, Club, leading small Groups, and attend daily staff meetings
- III. Differences in internships (below) are reflected during day-time responsibilities and "personal assignments" which are delegated at the beginning of the summer
- IV. All interns will live in community as you serve others alongside of one another

- **Work Camp Interns (8)**
  - Leading or Co-leading a worksite in the home of one of our neighbors
  - Responsible for tools getting to and from your worksite
  - Maintain the spiritual focus of the worksite
  - Confidently use the training we give you to create a positive serving culture
  - Submit to our Construction Manager/Workcamp Coordinator's authority
  
- **Summer Kids Camp Interns (6-7 total including 2 Pre-school focused)**
  - Serve during the day as a leader with students on site at a kids camp site in Philly (PreK-5<sup>th</sup>)
  - Responsible for leading the team to and from the ministry site your team is assigned to
  - Submit to authority of camp director and help them and their team accomplish their mission
  - Teach/lead our kids camp volunteers on how to love, serve, and lead children well
  - Confidently use training we give you to create a positive serving culture
  
- **Mercy Ministry Intern (3)**
  - Lead teams to serve with our ministry partners throughout the city of Philadelphia
  - Vision cast to students why each individual day of ministry is important
  - Establish relationships and look for creative ways to deepen partnerships over the course the of summer with each of our ministry partners (ex: Alpha Pregnancy Center, Homeless Ministry, Food Pantry etc.)
  - Work alongside teenagers and lead by example as the students serve with you on site
  - Build appropriate relationships with students and seek to help them grow in their understanding of justice, reconciliation and service.
  
- **Media Intern (1)**
  - Responsible for creating (using intern staff) our rules video before given deadline
  - Capturing picture & video at each of our worksites, summer kids camp, and on site at The Project during meals, Club and late night activities
  - Responsible for uploading all captured materials to website, Facebook, and YouTube pages
  - Creating weekly video (8 videos total) for our groups to enjoy at the end of their week
  - Designing/creating one summer-long video project to benefit marketing for TPP in the future
  - Help in revamping all social media outlets (Facebook, Instagram, YouTube & Twitter)
  - Preference for hire to those with their own car/license
  
- **Junior Intern Director (1)**
  - Responsible for pastoring and leading 4-6 junior interns (high school students) through their 8 week commitment to the summer of service at The Project.
  - Assist Junior Interns throughout their daily tasks
  - Create value and advocacy for junior interns in the midst of the overall staff
  - During evening small group time - meet with junior interns & facilitate processing w/ them
  - Alongside Director of TPP help develop a schedule for junior interns and hold them accountable to following through with their commitment
  - Position for RETURNING INTERNS only.. preference to those with their own car & license
  
- **Kitchen Intern (1)**
  - Responsible to budget, make food purchases & maintain kitchen etiquette/cleanliness
  - Responsible to delegate responsibilities and tasks during meals at TPP
  - Contact person for all outside groups/individuals who bring meals to serve at The Project
  - Ability to cook (with help) meals when necessary at TPP

**The Recruiting Process:** We may begin offering positions to applicants as soon as we receive your Summer Staff Intern Application, Summer Staff Intern Questionnaire and have conducted an interview with the candidate. It is to your advantage to ensure that we receive your materials as soon as possible. However, please hold to the following deadline:

- All application materials are due by **December 2<sup>nd</sup>, 2016** unless otherwise specified by either of the Co-Directors of Interns.

**Compensation/Support Raising:** Intern compensation is based upon Support Raising. You will receive the amount of support you raise up to \$3,000 (pre-tax). Any additional support raised above \$3,000 will be used in the general fund of TPP to help cover the cost of your living expenses here in Philadelphia. Support raising is done through inviting churches, individuals or businesses to give to The Philadelphia Project in your name.

*\*\* This is a ministry position, and all of our senior staff are required to raise all or a percentage of their salary as well. Support Raising is an important part of our internship process because it creates the opportunity for you to invite other people and churches to partner with you in this ministry. We have seen year after year the value of support raising for each of our summer interns and believe you will be blessed through the process as well.\*\**

**Food & Lodging:** All meals are provided for you when groups are here at The Project with us. Before groups begin arriving (June 18th) we provide 2 meals per day on workdays. On days off, food is on you but we typically do have leftovers at TPP! Lodging is on site with us at TPP. The internship begins promptly on Thursday **May 25<sup>st</sup>, 2017 at 9:00 a.m.** and officially ends on **August 11<sup>th</sup>, 2017.** Move in Day is on Wednesday May 24<sup>th</sup>, 2017.

**General Flow of the Overall Summer (tentative)**

May 25th-May 28th *Staff Retreat at Camp Ichthys*

May 30th-June 1st *Intern Mock Trip to TPP*

June 2-June 16th *Training & Preparations for Teams*

June 18th-July 1st *Weeks 1 & 2 of groups*

July 3rd-July 7th *All Interns Serve with Kids Camp (no groups in)*

July 9th-August 5th *Weeks 3, 4, 5, & 6 of groups*

August 6th-11th *Wrap Up/Exit Interviews*

## Tentative Daily Schedule for Work Camp & Kids Camp Interns:

7:00 a.m.	Prayer time	Pray for our Staff, Worksites, Ministry Sites, Neighborhood, and Students
7:30 a.m.	Breakfast	Set up, Serve, Eat, Tear Down
8:00 a.m.	Preparation for the Work Day	Dismissal by Worksite or Camp, Gather Tools & Materials, Load Vans
9:00 a.m.	Arrive at Ministry Site	Set up, Teach, and Oversee
12:00 p.m.	Lunch	Break, Eat, Clean up, Continue Ministry Site
3:30 p.m.	Arrive back at Church/Dismiss Kid's Camp	Unload Tools
4:00 p.m.	Staff Meeting, Free time, Prep for Club	Meet, debrief, check-in, set up for evening programming
6:00 p.m.	Dinner or Worship Team Practice	Serve Food, Tear Down, Club Set-up
7:00 p.m.	Club	Entrance, Games, Testimony, Artistic Worship, Worship, Talk
9:00 p.m.	Small Groups	Led by Interns to debrief Club & Workday with Students
10:00 p.m.	Leave for Housing Sites	Shut down small groups, worship space, shower & sleep

**\*\* Schedules vary day to day & week to week. Above schedule is to give you an idea of what a day will typically look like \*\***

## The Philadelphia Project Summer Staff Intern Application

---

First Name Name	Middle Name	Last
--------------------	-------------	------

---

Date of Birth	Cell Phone	Home Phone
---------------	------------	------------

---

Permanent Address	(Street, City, State, Zip)
-------------------	----------------------------

---

University Currently Attending	Years completed	College Major
--------------------------------	-----------------	---------------

---

College Mailing Address

---

Email Address (Please print very clearly)

---

Reference #1 Professor or Employer	Phone	Email
------------------------------------	-------	-------

---

Reference #2 Pastor, Youth Pastor, or Campus Minister Email	Phone
--	-------

---

Reference #3 Mentor, Ministry Supervisor or Personal Reference	Phone	Email
--	-------	-------

***Which specific Internship position are you primarily interested in? (Circle one)***

Work-Site      Kids Camp      Mercy Ministry      Media      Kitchen      JR Intern Director

***If this internship position were filled would you still be interested in a different position?***

Yes                      Which one? \_\_\_\_\_                      No                      Unsure

Please inform your references that we may contact them by phone or email.

Please, do not list relatives as references.

**Return By Friday, December 2, 2016, To:**

8230 Ridge Ave / Philadelphia, PA 19128

Phone: 724-971-5389

Email: [scott@thephiladelphiaproject.com](mailto:scott@thephiladelphiaproject.com)

## **The Philadelphia Project Summer Staff Intern Questionnaire**

Please write or type answers to the following questions and submit them on a separate sheet. Five to eight sentences should be an approximate range for each answer. Please return as soon as possible.  
**Deadline is Friday, December 2<sup>nd</sup>, 2016.**

1. Describe a recent job experience. What tasks did you enjoy? What tasks did you least enjoy? Why?
2. What compels you to apply for a summer position with The Philadelphia Project?
3. What are your interests and free time activities?
4. Please describe your relationship with Jesus Christ.
5. What is one Bible passage that is significant to you, and why?
6. Have you ever taken a spiritual gifts test? If so, what were your results? If not, what do you believe are your “spiritual gifts?”
7. How are you investing in your relationship with Christ now in order to be prepared for the demands of the summer?
8. After hearing about The Philadelphia Project what tasks do you expect to excel in? What areas of TPP do you feel you’ll be weakest in?
9. What do you see as needs of urban communities? What are some good things about the city?
10. What do you see as needs of suburban communities? What are some good things about the suburbs?
11. How would you define racial reconciliation? How do you live out racial reconciliation in your own life?
12. Please describe your view of ministry towards young people and children and your experience in working these age groups?
13. Please describe any other experiences that you feel have helped to prepare you for a summer staff position at The Philadelphia Project.
14. Specifically for the internship you’re hoping to be offered, do you have any background, skills or knowledge of that particular area?
15. What is your view of the “local church”? You may explore your own local church experience and/or touch on what you believe the role of the local church is in general.
16. What are your initial thoughts/feelings about support raising? Have you had any experience inviting others to partner with you financially?
17. Do you have health insurance? Are there any allergies or dietary restrictions we should know about at TPP? Do you have any pre-existing health conditions that might limit your ability to effectively serve in an internship role (see “typical day at TPP”)?