



Assemblies of God Family Services Internship Program

We have an internship program at the Assemblies of God Family Services Agency (AGFSA) that is designed for two reasons. Our interns and volunteers provide valuable assistance in running and maintaining the home and ministry, and AGFSA provides interns with valuable experience that can be carried into life and careers.

Our interns do not do any informal counseling or mentoring of the residents due to the seriousness of the issues they are dealing with. However, all the interns see the ministry up close and will interact with the residents.

We have a number of different positions at the ministry and in our corporate office, both of which are at the same location. Following is a description of each position:

Corporate Intern: The person filling this internship will be business and ministry minded with great attention to details. Responsibilities would include answering the main phone line, assisting corporate staff in projects, putting together mailings, etc. This position requires good multi-tasking and assists staff such as our Creative Director, Human Resources Director, Director of Computer Management, and the Director of Accounting. This position is approximately 35-40 hours per week.

Social Services Intern: (Either Highlands or Hillcrest) The person filling this internship will be able to multi-task and be willing to help in any area needed. This position helps to keep the home running smoothly by helping with jobs like answering phones, maintaining the library, typing, filing, and attending social service staff meetings. This position assists staff such as the Social Services Director, Director of Nursing, and various caseworkers. This position allows a good overview of the ministry. This position is full time.

Cottage Intern: The person filling this internship will be able to multi-task and set boundaries with the residents. This position assists the houseparents by monitoring the hallways and public areas of the home, answering the phones, monitoring snacks. This

position varies and works closely with the cottage houseparents in writing notes, medication logs, and outings with residents, etc.

When we receive your application, it will be reviewed by staff to determine whether or not you are a good fit for AGFSA, and whether or not AGFSA is able to meet requirements of your internship. We would like to receive completed applications several months before the proposed start date so we can make plans accordingly.

We would appreciate a stay of at least two to three months.