



Employee Job Description

Please complete all relevant field and obtain supervisor approval before submitting to collegiate.program@reliant.org

Employee Name: _____ **Job Title:** Intern-Leadership Training **Location:** _____

Supervisor: _____ **MTD Coach:** _____ **Date:** _____

Full-Time **Part-Time** _____ **Hours:** **Associate:**

Position Description: An intern position that helps assist the Reliant staff who run the Leadership Training program.

Goals: Lead or apprentice a project group; engage in evangelism, follow-up and discipleship; participate in weekly meetings/management; assist in other roles as needed.

Principle Responsibilities:

1. Lead/apprentice a project group Percentage of Time: 30%
 - 1.1 Lead a group of 12-15 people toward intimacy with God
 - 1.2 Engage the group with spiritual disciplines
 - 1.3 Work with the project leadership team and coach to plan a project day
 - 1.4 Help shepherd the project group

2. Evangelism, Follow-up, Discipleship Percentage of Time: 25%
 - 2.1 Engage with non-Christians
 - 2.2 Disciple 1-3 students
 - 2.3 _____
 - 2.4 _____

3. Management and Meetings Percentage of Time: 15%
 - 3.1 Attend weekly staff meeting

- 3.2 Attend weekly management meeting
- 3.3 Attend weekly intern training time
- 3.4 Attend required LT meetings

4. Learning Leader Percentage of Time: 10%

- 4.1 Reading assigned books
- 4.2 LT Institute participation
- 4.3
- 4.4

5. MTD Percentage of Time: 10%

- 5.1 Communication with donors
- 5.2 Any extra MTD work as needed
- 5.3
- 5.4

6. Other – specific role based on gifts and LT needs Percentage of Time:10%

- 6.1
- 6.2
- 6.3
- 6.4

7. Percentage of Time: %

- 7.1
- 7.2
- 7.3
- 7.4

Job Specifications:

1. A profession of faith in Jesus Christ
2. Agrees with Reliant’s State of Faith and Reliant’s core values.
- 3.
- 4.

Disclaimer:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.