



Youth Investment Foundation / Timber Bay

| | | | |
|------------------------------------|--|-------------------------|---|
| Job Title: | Intern | Funding: | Non-Paid or Paid (Personal Support Raising as Deputy Fundraiser); Training Provided |
| Position Category: | Direct Ministry, Administration Support, or Camp | Classification: | Nonexempt |
| Location: | TBD | Travel Required: | Travel Required |
| Pay Range: Salary or Hourly | *Salary experience step or hourly rate TBD & contingent on your support raising. | Position Type: | Intern/ Short term: Seasonal , Educational, Gap Year |
| Reports To: | Area Director after training. | Date Posted: | current |
| Assigned Trainer / Coach: | Assigned after offer and acceptance. | Posting Expires: | |

| | |
|---------------------|---|
| Application: | https://timberbay.org/jobs-volunteering/ |
|---------------------|---|

| Applications Accepted By: | |
|--|---|
| FAX OR EMAIL: 763.478.0501 or recruiting@timberbay.org Subject Line: Interested in Position | MAIL: Laura Tolifson Youth Investment Foundation / Timber Bay 1364 Hamel Rd Medina, MN 55340 |

| Job Description |
|--|
| <p>PURPOSE OF ORGANIZATION</p> <p>Timber Bay exists to bring the hope and love of Jesus Christ to youth.</p> <p>ROLE AND RESPONSIBILITIES</p> <p>The Intern not only has a vital part in accomplishing our purpose, but will also further their educational goals in the context of a non-profit ministry. You will assist and learn from experienced Timber Bay staff and your internship can be tailored for your educational or learning requirements. Responsibilities of an Intern focus on learning and experience in four areas:</p> <ol style="list-style-type: none"> 1. Fundraising for Personal Support, 2. Community and Camp Programing, 3. Youth Guidance and Development, 4. Business Management. <p>Specific responsibilities can include:</p> <ul style="list-style-type: none"> ● Building relationships with youth in need of a mentor under the direction of your supervisor. ● Shadowing staff in their referral work with community professionals like school counselors, police and social workers. ● Assisting in activities for small groups, large groups and individual mentoring. |

Youth Investment Foundation / Timber Bay

- Raising funds for both your personal salary and expenses as needed.
- Assisting and attending various camps and program trips.
- Preparing and presenting chapels, devotionals, Bible studies, etc.
- Completing administrative tasks such as expense reports, newsletters, and reporting.
- Perform self and program assessments as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Because of the nature of our work with youth, we hire interns with a high level of integrity and compassion for marginalized youth. As an Intern, you come to Timber Bay with:

- Your personal life in order in areas like your relationship with Christ, family relations, social and psychological adjustments.
- A commitment to a local church's body of believers.
- A care and comfort relating to youth.
- Physically fit enough to do programming in community and camping ministry.
- A desire to learn in areas relevant to ministry to youth such as Bible study, abuse prevention and family systems, chemical dependency treatment, etc.
- A completed application on file with a clear background check and thorough reference check.
- A signed Statement of Faith and a Code of Conduct on file.
- A desire to follow through with your internship and our training process.

SKILLS, GIFTS AND TALENTS

Successful Interns will be open to discovering their unique skills, gifts and interests. Communication skills, people skills, listening skills, leadership skills and being part of work teams are important skills to possess and grow in.

ADDITIONAL NOTES

The intern will strive to:

- Maintain an image that honors Jesus Christ with Timber Bay's staff professionals. Professional approach to Timber Bay youth means relating to youth in love, with objectivity, with a moral ethic and confidentiality.
- To learn the proper use of loving limits and control to maintain programs that honor God and ministers to teens who may have behavioral challenges. The Intern may also observe Timber Bay staff be attentive to the needs and concerns of the parent(s) of the youth we serve.
- To work in teams with other Interns, Area Directors, Outreach Staff, Camp Staff and Central Service Support Staff.
- Understand and maintain the standards of the Evangelical Council of Financial Accountability (ECFA).
- Will be trained in and follow our business management practices, safety protocols and working procedures.

As a deputized organizational fundraiser, the Intern candidate's salary, expenses are solely dependent on their personal financial development.

The Intern candidate understands that any employment, both paid or unpaid, which might be offered by YIF is "at will" and of indefinite duration, that either I or YIF may terminate that employment at any time, with or without notice and for any reason, that no agreement to the contrary will be recognized by YIF.

The Intern will initially be assigned a training/orientation coach who will guide you through your internship and provide any necessary reports to your educational institution.

| | | | |
|--------------|--------------|-------|-----------|
| Reviewed By: | | Date: | |
| Approved By: | Mark Ritchie | Date: | 1.22.2025 |

Youth Investment Foundation / Timber Bay

| | | | |
|------------------|----------|------------|-----------|
| Last Updated By: | 3.1.2023 | Date/Time: | 1.22.2025 |
|------------------|----------|------------|-----------|