

## **FLY Intern Job Description**

First United Methodist Church  
Marion, Iowa

Objective: To assist in the ministry of FLY by offering Volunteer Coordination, Church Outreach, and Publicity Support.

### Desired Personal Profile:

- Strong moral and ethical character, with a strong personal faith in Jesus Christ.
- Passion for the hurting, hungry, and hopeless.
- Understanding of the importance placed on Safe Sanctuary.
- Ability to team with and build relationships a variety of people from many denominations.

Position Type: Summer - (10 weeks). \$3,330  
Spring Break (1 week) - \$300

Accountability: The FLY Intern reports to the Director of Metro Missions.

### Responsibilities:

- Large Picture: Provide high quality sack lunches through volunteer support.
- Volunteer Management: FLY is a volunteer run program. Volunteers are needed to make the lunches, deliver lunches, cleanup, pick up supplies, and recruit additional clients. This position is to recruit, train, empower, and encourage volunteers.
- Communicate with Food Service Manager: Communicate the need for Lunch Food and Take home food as well as supplies needed for FLY. Coordinate the need for refrigerator and kitchen space. Make arrangements for days the Kitchen or Fellowship Hall are not available due to Funerals or Church Events.
- Encourage Additional Church Involvement: Contact the neighboring churches in Marion for volunteer and financial support. Sell FLY to them as a mission they can be part.
- Publish the Ministry to schools, mobile sites, and community leaders to gain more clients and supporters.
- Record all needed information for HACAP and Grants.
- Assist in grant writing and Fundraising.
- Promote the ministry through media (TV/newspaper), stories, and church communications.
- Meet Regularly with Director of Metro Missions.