



First Presbyterian Church

1900 North D Street • San Bernardino, California 92405

Mailing address: P.O. Box 2729 • San Bernardino, California 92406 • 909.882.3308

WWW.FPCSB.NET

Job Descriptions

Position Responsibilities:

Interns selected for the First Presbyterian Internship Program assist First Presbyterian Church (FPC) facilities management staff and other members of the church in the completion of various maintenance and landscaping projects on the church campus. Tasks may include community food distribution preparation and distribution, building maintenance, custodial duties, landscape planning, and perhaps office work. No prior experience is necessary. Training, tools and materials, personal protective supplies, and close supervision will be provided.

Salary and Hours:

Interns will work 5 hour workdays. Salary will be \$16.50 per hour. The scheduled workday will usually be 5 hours and can be up to 6 hours, including a 30-minute lunch break. If hours are to change, interns will be notified by intern supervisors.

Qualifications and Requirements:

This program is for San Bernardino High School students who have participated in the Life Skillz Circle Program. Interns will be expected to be reliable, dependable and willing to learn new skills. Interns will also be expected to work hard, follow directions, communicate with their supervisors, complete the tasks they are given, and take initiative. Interns are expected to dress appropriately for the tasks summarized above.

What will you get from the experience?

You will work on projects that enhance the campus of the FPC and your community.

You will enhance your personal resume, for employment and college.

You will earn some money!

You will experience a hiring process that includes completing an employment application and an interview. You will learn about conditions of employment that apply to your position, such as providing required official documents, communicating with your supervisor if you will be late or absent from work and the timely and accurate completion of paperwork including timesheets.

You will gain valuable work experience in a supportive, safe environment. You will learn useful and practical skills from experts in their fields.

You will become a FPC employee and will be paid twice each month, on the 15th and the last day of the month.

Intern Team Leader Qualifications and Responsibilities

Intern Team Leaders must have completed at least one full term as an Intern to apply for the position of Team Leader. Salary for the position of Intern Team Leader will be \$17.50 per hour.

In addition to completing Intern tasks, Team Leaders are responsible for ensuring their team works safely, their team is using the safety equipment as instructed by intern supervisors, their team is drinking enough water and always ask intern supervisors questions if something does not seem safe.

Team Leaders are responsible for ensuring that the tasks are completed as instructed by the intern supervisors. Team Leaders must make sure all tools are brought back to the proper place and the area where their team is working is clean when the task is complete. Team Leaders must also ask questions if their team is not completely clear regarding instructions given by intern supervisors.