

# General Bible Quiz Intern Job Description

**Job Title:** Intern

**Reports To:** Tournament Director

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**SUMMARY** Provide support to the event director and assistant director where and when needed and be placed in a learning environment that gives experience for lifetime servanthood.

1. A full time intern will be responsible for Pre and Post tournament duties as well as actual event duties (up to 2 people will be selected by the event director and assistant director)
2. A part intern will be responsible for Pre and Post tournament duties as well as actual event duties (up to 2 people will be selected by the event director and assistant director)
3. An onsite intern will only be responsible for the actual event duties (up to 3 people will be selected)

## SUGGESTIONS

The intern position is one for learning how to organize a medium sized event. The individual should learn many of the aspects of behind the scenes organization of an event. Therefore, the individual needs to be prepared for almost any situation that might arise with some frustrations, irritations and disappointments. But, through it all, the individual should receive a valuable experience.

For the next Q event, the event director will convey the information below in an accurate manor prior to the individual accepting the position, which, provides an honorarium (depending on which position is granted and accepted), housing, meals and travel (complete registration).

The assistant director will act as the intern supervisor.

The lead intern will coordinate the activities of the other interns with the assistant director.

## TIME COMMITMENT FULL TIME:

Pre-Event Approximately 2-3 hours per week for 6 months (approximately 60 hours).

Event Approximately 15 hours per day for 8 days.

Post Event Approximately 2 hours total.

Total commitment: Approximately 182 hours

## TIME COMMITMENT PART TIME:

Pre-Event Approximately 2 hours per week for 3 months (approximately 24 hours).

Event Approximately 12 hours per day for 8 days.

Post Event Approximately 2 hours total.

Total commitment: Approximately 120 hours

## TIME COMMITMENT ONSITE:

Pre-Event None

Event Approximately 10 hours per day for 8 days.

Post Event Approximately 2 hours total.

Total commitment: Approximately 82 hours

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**Pre-Tournament Duties**

1. Prepare all printed material to include in packets for coaches and officials.
2. Create room signage.
3. Create name tag badges for all participants from list of registered participants.
4. Ministry Project:
  - a. Communicate with the designated ministry project contacts.
  - b. Be prepared to visit the site(s), make recommendations for what the project entail.
  - c. Procure material for use at the site.
  - d. Coordinate transportation to and from site.
5. Communicate with other members of the event staff when necessary.
6. Assist with the quiz office setup.
7. Assist with unpacking and organizing all event materials including awards, tee-shirts, officials and staff shirts and any other materials in the setup area.
8. Organize all quiz equipment to be used at the event.
  - a. Maintain electronic copy of check-in document
  - b. Insure that all equipment is adequately labeled
    - i. Name of person
    - ii. District
    - iii. Region
  - c. Coordinate with room setup coordinator where the equipment needs to go
  - d. Maintain a list of all extra, available equipment
9. Maintain list of equipment sold for distribution after the event.
10. Assist the exhibitors with setup and help the exhibitor coordinator when necessary.
11. Assist the tournament director and BFM personnel setup the quiz material display area.
12. Organize and inventory staff walkie talkies and label appropriately. Make sure each is charged.

**Tournament Duties**

1. Organize packets for distribution at the registration site. Work with the registration coordinator.
2. Organize name tag badges for distribution.
3. Assist registration coordinator during registration.
4. Reprint name tag badges as required.
5. Coordinate transportation of participants to and from ministry site.
6. Coordinate ministry project setup and fulfillment of project.
7. Organize awards on the auditorium platform.
8. Assist with the quiz office setup in cooperation with the office manager.
9. Distribute staff shirts.
10. Make sure offices are locked before leaving building.
11. Assist in making sure all quiz room signage is placed properly working with room coordinator.
12. Answer questions from staff, officials or participants.
  - a. Make sure people are directed to the proper office for the correct answer to be given.
  - b. I do not know, is not an acceptable answer.
13. Assist the worship team with the setup to take the daily offering.
  - a. Offering buckets available.
  - b. Users prepared before the start of the service and in place at the proper time.
14. Assist the worship team with counting the daily offering.
15. Work with campus staff for any housing, meal, game night, group picture, weather, parking or any other on campus issues being kind and congenial toward the participant and campus staff.
16. Arrive on campus two days before registration.
17. Assist NYI staff with special needs while at the event.
18. Inventory walkie talkies daily and make sure each is in the chargers for the next day.
19. Assist quiz staff in the event of inclement weather.

### **Post-Tournament Duties**

1. Distribute quiz equipment to owners from electronic document.
2. Evaluate all aspects of the event and prepare a written list of suggestions for improvement.
3. Assist in the quiz office cleanup.
4. Distribute equipment sold to people prior to the event.
5. Assist in packing leftover BFM material to ship back to Kansas City.
6. Pack walkie talkies and inventory, making a list of missing parts.
7. Remove quiz rooms signage; work with room coordinator.

### **QUALIFICATIONS**

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority from the event director, assistant director or event staff.
- Must be able to allocate time to work with the event director, assistant director and other event staff prior to the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the quiz staff, before, during and after the event.
- Must realize the importance of securing the best facilities and equipment possible.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.

### **LANGUAGE AND COMMUNICATION SKILLS**

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, event director, assistant director and event staff.
- Must be prepared to interact daily with campus facility staff and participants.

### **REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **MATHEMATICAL SKILLS**

Other than for Microsoft skills, none specifically required.