

**Xavier University**  
**Summer Service INTERN COORDINATOR**  
**Position Description & Qualifications 2009**

Please read this document carefully and note **all** required qualifications!

**Summer Service Intern Coordinator (1 Position)**

Term: Spring semester (January - May) and  
Summer Internship (May 27 – August 8)

Hours: 150 hours during Spring Semester – somewhat flexible on timing of hours  
25-30 paid hours per week in office program management  
5-10 paid hours weekly in community and intern activities  
5-10 Hours per week participating in reflection activities and planning (food/housing stipend remuneration)

Important Dates:

- Move-In - **May 26**
- Coordinator Intern Training prep – **May 27-May 29**
- Coordinate Meet and Greet initial Meeting – **6:00 p.m., May 30**
- Assist in leading the Intern Training
  - Overnight Retreat – **May 31 - June 1**
  - Training – **June 2 & 3**
- Holidays (Non-paid) - **July 3-6**
- Reflection Sessions **every Wednesday at 5:30 p.m.**, beginning on June 10
- Community activities will vary throughout the summer term, but are typically held in the evenings and on weekends
- Mandatory weekly one-hour Intern Coordinator follow-up meetings throughout the Internship
- Follow-up and discussion with interns in small group

Remuneration:

- In return for program management, an hourly wage of \$9.00 will be paid bi-weekly, with *total potential (spring and summer)* earnings of \$4437 before taxes.
- In return for attendance and active participation in Reflection activities, community events, and final project, on-campus housing, valued at \$850.00, and a food stipend (paid in 3 installments over May 30 – August 8), valued at \$900.

General Coordinator Responsibilities:

- Attend various meetings
- Assist with Intern Candidate Interviews
- Assist with Agency Interview Night Preparation and the Event
- Assist with planning and logistics for Intern Training
- Assist with the planning, coordination, and implementation of Intern Training
- Plan and lead weekly reflection sessions for small groups
- Develop a safe environment for reflection and connection with small group members
- Create a community atmosphere among the interns
- Lead community-programming activities
- Relay information to the Program Coordinator regarding attendance, outcomes of reflection sessions, and intern community concerns
- Meet with Program Coordinator regularly
- Support Program Coordinator with completion of duties
- Maintain reports regarding services performed by Interns

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General Coordinator Responsibilities:

- Communicate with Interns weekly to assess the services performed that week at their assigned agency
- Record all service work information in an excel document
- Collect Timesheets from all Interns
- Engage SSI community members in planning and implementation of reflections, dinners and activities
- Verify all dates, times and locations for agency site visits
- Record student attendance at all Reflection Sessions and pertinent Community Activities

Coordinator Qualifications:

- Demonstrates enthusiasm to be “people for others” who will continue to make service an integral part of their lives.
- Demonstrates the ability to work on a team, in a community environment, ability to share insights and reflect on experiences.
- Demonstrates high degree of interest and experience in fostering leadership skills in all interns
- Demonstrate qualities of reliability, responsibility, confidence, sincerity, enthusiasm, friendliness, flexibility and patience.
- Carry at least a 2.5 GPA or higher.
- Background as a Resident Assistant or Peer Supervisor is preferred.

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This internship is intended to be more than a job. It is a life changing experience. Many community building activities are structured into the program to provide opportunities for interns to learn and grow together. In order to effectively cultivate a service learning summer, *jobs, classes, and commitments outside of the program are not permitted.*