

Xavier University
Manresa Core - Orientation Internship Position Description
Spiritual and Community Coordinator

Term: January 2011 – November 2011

Hours: 2-5 hours/week from January 10, 2011 through May 13, 2011
20 hours/week from May 16, 2011 through July 15, 2011
40 hours/week from July 18, 2011 through August 12, 2011
(9 a.m. - 5 p.m. Monday – Friday)
All time is committed to Manresa August 15, 2011 through August 22, 2011
Limited hours September 2011 through November 2011

Stipend: \$3200.00; paid over June, July, and August (taxes are withheld)
\$800.00 food stipend paid over June, July, and August
Complimentary university housing during summer terms of contract

All Core Responsibilities

- Be present for all Manresa activities and events, including but not limited to:
 - Manresa Core Overnight Planning Retreat: January 15, 2011 – January 16, 2011
 - Manresa Orientation Team Spring Training: March 23, 2011 and March 27, 2011
 - Manresa Orientation Team Fall Training: August 15, 2011 – August 18, 2011
 - Manresa Orientation: August 19, 2011 – August 22, 2011
- Abide by Manresa policies (i.e. alcohol and substance free, appropriate Facebook, etc.)
- Maintain a cumulative G.P.A. of 2.7 or higher
- Plan, coordinate, and attend all Core meetings and Core bonding activities every Tuesday, beginning May 16, 2011
- Support and assist all Core members with projects
- Assist with the development and use of Manresa theme
- Assist with Manresa recruitment and selection processes (Group Leader, Staff, Core)
- Assist with Manresa responsibilities during Prep events (May, June)
- Follow Manresa timeline and meet all deadlines
- Keep accurate records
- Schedule no more than 5 vacation days during summer employment and none after July 15
 - In addition, all Core is off for Memorial Day and July 4th holidays
- Get supervisor approval for all vacation dates, summer classes, work, or regular volunteer commitments during May - August

Spiritual and Community Coordinator Responsibilities

Spiritual Activities

- Provide service/faith experiences for students of various faith traditions
- Work with the Center for Faith and Justice and Interfaith Community Engagement to coordinate all spiritual/faith activities:
 - Orientation Team Opening Prayer Service
 - Orientation Team Closing Reflection Event
 - Presidential Welcome and Community Celebration
 - Manresa Sunday Events – Mass and Interfaith Spiritual Gathering
- Secure a presider/faith leader for each service (as necessary)
- Create programs for each service (as necessary)
- Recruit volunteers to be musicians, singers, lectors, eucharistic ministers, etc.
- Select readings and write petitions
- Coordinate music arrangements

Manresa Sunday

- Assist with the design of small group sessions and trainings that support the theme of the day
- Work with Staff Coordinator to determine logistics for the day
- Secure all speakers for the day
- Provide a Manresa Sunday review for the Orientation Team

Orientation Team Development

- Coordinate OT Social events during the Spring '11 semester
- Coordinate OT training opportunities related to service, faith and the Jesuit tradition
- Coordinate OT Challenge events
- Coordinate OT social events during training
- Coordinate the post-Manresa OT Reception

MISC

- Maintain the Orientation Team database
- Maintain E-mail distribution lists