

Xavier University
Manresa Core -Orientation Internship Description
Training 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

Training Coordinator Responsibilities

Small Group Sessions

- Develop all Manresa small group sessions with feedback from Core
- Develop all training small group sessions with feedback from Core
- Create handouts for small group and training sessions
- Prepare training and small group session supply needs
- Create supply pick-up and drop-off lists

Training

Spring Training

- Work with Staff Coordinator to develop spring training events for the orientation team
- Design and implement group leader facilitator spring training

Fall Training

- Work with other Core members to coordinate training events including social issues practice, OT challenges, first-timers meeting, special populations, and spiritual activities
- Communicate with speakers about training sessions
- Prepare training introductions and transitions
- Create detailed training schedule
- Work with Staff Coordinator to secure training facilities and technical needs

Supervision

- Select and communicate with group leader facilitators
- Form group leader facilitation groups
- Coordinate facilitator training sessions during fall training
- Act as support for all facilitators and group leaders during training and Manresa
- Fill group leader vacancies with the assistance of Core as necessary