Xavier University
Summer Service INTERN COORDINATOR
Position Description & Qualifications 2019

Please read this document carefully and note all required qualifications!

Summer Service Intern Coordinator (1 Position)

Term: Spring semester (January – May 20) and Summer Internship (May 2 – August 9)

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

Important Dates:
• Group Interviews – February 6 & 7, 5:00pm – 11:00pm (both dates)
• Agency Interviews – March 5 & 6 or 6&7, 5:00pm – 9:30pm (both dates)
• Coordinator Move-In to Brockman – May 11 or 12 (tentative)
• Coordinator Training prep – May 11 - May 26
• Coordinate Intern Move-in – all day, May 27
• Intern Welcome and First Meeting – 6:00 p.m., May 27
• Assist in leading the Intern Training
  o Overnight Retreat – May 28 – May 29
  o Training – May 30 – May 31
• Coordinate and lead Solidarity Saturday – June 1 or June 8 (majority of day)
• Community Activity Day – June 29 (all day and evening)
• Holiday (Unpaid) - July 4
• Reflection Sessions every Wednesday at 5:30 p.m., beginning on June 5
• Reflection Sessions every Monday at 6:00 p.m., beginning on June 10
• Community activities vary in summer, but typically occur in evenings and on weekends
• Weekly Student Coordinator follow-up meetings throughout the Internship
• Follow-up and discussion with interns (ongoing)

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 $5,000 before taxes.
• In return for attendance and active participation in Reflection activities, community events, and leadership/facilitation as assigned: you will receive on-campus housing, valued at $1600.00, and a stipend (paid in 3 installments over May 27 – August 2), valued at $900.

General Coordinator Responsibilities:
• Attend meetings and complete tasks to prepare for summer internship
• Assist with facilitating Intern Candidate Group Interviews
• Assist with Agency Interview Night preparation and execution
• Assist with planning, logistics, coordination, and implementation of Intern Training
• Help to plan and lead reflection sessions for interns
• Facilitate community activities and programming (group activities, 1-on-1 “dates”, etc.)

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(General Coordinator Responsibilities continued):

- Create a safe environment for reflection/connection with interns – lead with vulnerability
- Challenge interns in conversations around justice to help them group
- Hold 1-on-1 check-in meetings with each intern 1-2 times during the summer
- Collect and track timesheets and contact hours from all Interns & record in Excel database
- Meet regularly with Program Coordinator and communicate consistently
- Support Program Coordinator with completion of all duties related to SSI
- Communicate with Interns weekly to assess the services performed that week at their assigned agency
- Maintain reports regarding services performed by Interns
- Engage SSI community members in planning and implementation of reflections, dinners and activities
- Plan and attend (with Program Coordinator’s help) agency site visits
- Record student attendance at all Reflection Sessions and pertinent Community Activities
- Other duties as assigned

Coordinator Qualifications:

- Demonstrates enthusiasm to be “a person for and with others” who will continue to make working for justice an integral part of his/her life.
- Demonstrates the ability to work on a team, in a community environment, ability to share insights and reflect on experiences.
- Demonstrates a high degree of interest in and experience with 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, Peer Leader/Mentor, or Peer Supervisor is preferred.

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This student coordinator role 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 the intern community to learn and grow together. In order to effectively cultivate a meaningful summer, **jobs, classes, and commitments outside of the program are not permitted.**