

Xavier University
Summer Service INTERN COORDINATOR
Position Description & Qualifications 2024

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

Summer Service Intern Coordinator (1 Position)

Term: Spring semester (January 8 – May 3) and
Summer Internship (May 3 – August 2)

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 7 & 8, 5:00pm – 11:00pm (both dates)**
- Community Organization Interviews – **March 13 & 14, 5:00pm – 9:30pm (both dates)**
- Coordinator Move to on-campus housing - **May 5 (tentative)**
- Coordinator Training prep – **May 6 - 17**
- Coordinate Intern Move-in – **all day, May 18-19**
- Intern Welcome and First Meeting – **6:00 p.m., May 19**
- Assist in coordinating and leading the Intern Training
 - Overnight Retreat – **May 20 – May 21**
 - On-campus Training – **May 22 – May 24**
- Holiday (Unpaid) – **June 19**
- SSI Community Day – **June 22 (all day and evening)**
- Holiday (Unpaid) - **July 4**
- Reflection Sessions **every Wednesday at 5:30 p.m.**, beginning on May 29
- Reflection Sessions **every Monday at 6:00 p.m.**, beginning on June 3
- Celebration of Learning – **July 26** (hold 12:00 – 7:00PM)
- 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 \$15.00 will be paid bi-weekly, with *total potential (spring and summer) earnings of \$6,300 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 23 – July 29), valued at \$900.

General Coordinator Responsibilities:

- Attend meetings and complete tasks to prepare for summer internship
- Co-facilitate Intern Candidate Group Interviews
- Assist with Community Organization 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 community organization
- 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) community organization 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 their 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 appreciated, but not necessary.

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.***