POSITION DESCRIPTION

**Purpose:**
The Intern position will focus on fostering a deeper understanding & awareness of social issues within their student staff; through this deeper understanding the student staff will have opportunities for professional development.

**Position Summary:**
This intern works with four main program areas: Academic Service-Learning (AS-L), Leaders in Collaborative Service (LINCS), Service Trips, and the Experiential Learning Requirement (ELR). You supervise the staff for AS-L and trips and administer the ELR process for students fulfilling the requirement through service. You work with coordinators and directors to help improve and inspire their leadership skills and knowledge of social issues.

**Duties and Responsibilities:**

**Academic Service-Learning:**
- Supervise AS-L Director
- Attend weekly AS-L team meeting
- Ensure communication between Intern, AS-L Director, AS-L coordinators, Outreach Coordinator, and Director of Kernodle Center.
- During peak AS-L times (the beginning and end of each semester), also serve as an ASL coordinator to help relieve work load. This includes: pre-semester preparations, speaking and/or helping at the Preparing for Partnership workshop, class visits, student placements, agency mailings, final class visits, and validation.
- Keep up-to-date with logistics and happenings through staff updates for AS-L on the shared network.

**LINCS:**
- Work with Outreach Coordinator and Director of Kernodle Center in recruiting and training new LINCS and partnering agencies
- Meet weekly with LINCS for updates

**Service Trips:**
- Prepare Trips Director for training trip leaders in logistics: developing a budget, recruiting participants, etc.
- Ensure trips have a solid timeline of all activities; ensure timely completion of all tasks
- Assist leaders in recruiting participants and planning team meetings and reflection sessions.

**ELR:**
- Meet with students interested in fulfilling the ELR through service
- Explain and oversee completion of ELR workbook.
- Keep accurate records of all ELR activity.

**Time Commitment:**
As the Intern for ASL and Trips, you will need to have a minimum of 15 office hours a week, and expect to do more (evening meetings, class presentations, etc.). You will also be responsible for hiring and training new staff, participating in staff development workshops, staff retreats in the fall and spring, weekly meetings with the other Interns and professional staff (requiring additional hours as needed). While you can be active in other organizations, it is discouraged to hold large leadership roles in them (President, Vice President, etc). In total, this position will require approximately 20 hours a week, with more hours on the weeks of a retreat, reflection activities or major events.