POSSESSION 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 will work with the Service Learning Community, Awareness, and Tutoring Programs. You work with the coordinators, directors and Service Learning Mentors within Elon Volunteers to help improve and inspire their leadership skills and knowledge of social issues.

Duties and Responsibilities:
Service Learning Community:
• Provide guidance to the Service Learning Mentors (SLMs) and the community.
• Ensure the students are conducting quality service projects and reflections each month.
• Facilitate a weekly meeting with the SLC director.
• Work with the SLC director to facilitate weekly SLM meetings. Once a month the SLM meetings should focus on developing a deeper understanding of social issues.
• Have a presence within the community by attending service projects and reflections
• Provide workshops and opportunities to help the SLMs improve their leadership skills.
• Help plan staff trainings /retreats for fall and spring, including SLC orientation.

Awareness Team:
• Work with the directors and coordinators to provide assistance and guidance in understanding social issues.
• Weekly or bi-weekly meetings with the directors
• Monthly meetings with the entire Awareness Team, to provide leadership development and exploration of social change.
• Help facilitate the Alamance County Experience and in-class awareness activities

Tutoring Programs:
• Work with the coordinators of the America Reads Federal Work Study Program, One to One and Mis Amigos to provide assistance and guidance
• Develop the coordinators deeper understanding of social issues
• Weekly meetings with the coordinators
• Help facilitate and plan the monthly tutoring meetings

General:
• Ensure all staff positions are filled; hire and train new staff.
• Oversee accurate validation of all volunteer and staff service hours

Time Commitment:
As the Intern for SLC, Awareness and Tutoring Programs you will need to have a minimum of 15 scheduled office hours and hold out-of-office hours (attending meetings with coordinators, directors and SLMs ). You will also be responsible for 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 admissions events.