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:
The intern works with the directors of events, programs, Pre-SERVE and publicity, as well as balances the budget and keeps track of all expenditures. You work with the coordinators and directors within Elon Volunteers to help improve and inspire their leadership skills and knowledge of social issues. Responsibilities include weekly meetings with directors and meetings with coordinating teams at least monthly.

Duties and Responsibilities:

Programs and Events:
- Facilitate weekly meetings with Directors.
- Provide guidance to Directors for their weekly individual and team meetings.
- Ensure timelines are being followed and accurate documentation is kept.
- Provide opportunities and feedback to help Directors and Coordinators improve their leadership skills.
- Ensure ongoing communication between community partners and EV! staff
- Oversee use of checklist database and staff communication with potential volunteers

Pre-SERVE:
- Work with the coordinators when they return in the fall to wrap up summer program.
- Hire new coordinators in the spring and help plan the week-long program.
- Support coordinators in the participant recruitment process.

Publicity:
- Help Publicity team create a plan of work for raising awareness of service opportunities.
- Create EV! Checklist.
- Help organize service fairs and EV! participation in the organization fairs.
- Schedule and conduct Elon 101 presentations.
- Coordinate process for handling Special Requests.

Budget:
- Manage EV! budget (approve all expenditures and propose future budget requests)
- Work closely with Student Government Association for budget process

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 Programs and Events, you will need to have a minimum of 15 office hours a week, and expect to do more (evening meetings, etc.). 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 retreats, reflection activities, or major events.