

Campus Ministry
Weekly Service INTERN Application
DUE FEB 18, 2013

* send by email to beth.ford@sju.edu and sjuserviceinterns@gmail.com *

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Qualities of a successful intern:

- Leadership experience
- Weekly community service experience
- Understands the connection of faith, service, and social justice
- Good communication skills
- Skills in organization, planning, and attention to detail
- Ability to work well both in a team setting and independently
- Ability to work well with diverse communities

Intern position responsibilities:

- Four paid interns to oversee 10 service placements each; working 6-8 hours per week.
- Attend a day of service/retreat with other interns at the beginning of the year (date to be determined, depending on availability). Help plan and attend retreat/training in September (overnight retreat) and in January (day of service/retreat).
- Facilitate meetings with your CPCs (community placement coordinators).
- Maintain accurate volunteer records from CPCs.
- Prepare end of semester evaluation reports from volunteers and site supervisors.
- Plan reflection sessions/justice education/special events for all volunteers.
- Work with other interns to plan recruiting event and orientation(s).
- Volunteer weekly at your site (unpaid).
- Visit service placements of your CPCs once per year and prepare a report.
- Meet biweekly with Campus Ministry staff.
- Meet once per week with other interns for ongoing reflection, continuing education, and support.
- Keep office hours (at least 2 hours per week) in which you can work on some of the above tasks.
- Attend SJU van training (if applicable).
- Strongly recommended: participate in the Spiritual Exercises of St. Ignatius (full year or 5 week version) and/or the Ignatian 5 day retreat.

Note:

- Applications are open to SJU sophomores, juniors, and seniors (if not graduating in the spring).
- This is a one year, paid position (Fall 2013-Spring 2014). If you are not available to work during one of the academic year semesters (e.g. studying abroad or student teaching), you can still apply; however, your acceptance would be determined by whether there was another top candidate who could work the semester that you are unavailable.
- Some unpaid responsibilities required in Spring 2013 (conducting CPC interviews, assisting interns in planning reflections, attending some intern staff meetings, etc.)

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Name: _____

Graduation Year: _____

Major: _____

Cell phone number: _____

Preferred email address: _____

Work-study eligible? Y / N

1. Please attach a resume that highlights any community service, social justice, and service/leadership experience.
2. Please briefly explain other extra-curricular activities/employment/internships you plan to be involved in for academic year 2012-13, both on and off campus, including approximate time commitments for each.

Activity	Campus / Off Campus?	Position Held	Time Commitment (hours/week)

3. Please answer the following questions:
 - Why are you interested in being a Weekly Community Service intern?
 - What unique gifts/talents/skills would you bring to the Weekly Service intern team?
 - How would you describe the connection of faith, community service, and social justice? How have you demonstrated a commitment to growing in faith, service, and justice work in your own life?
 - What dreams do you have for the Weekly Service program? (or – how would you improve the Weekly Service program)?
4. Please list 2 references who can speak to your leadership and service experience. Preferably, this would be someone who has supervised you in this type of role (e.g. faculty, staff, employer, etc. This would not include family members).

Name: _____ Title: _____
 Relation to you (e.g. employer, supervisor, professor, etc): _____
 Phone number: _____ Email: _____

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