Job Description for Mentoring Ministry Intern

Intern Name ________________________  Semester- Fall ____ Spring____ Year____

Job Summary:

This position requires a student intern to devote 15-20 hours per week working closely with the Director of Spiritual Formation on the Undergrad Campus to create mentoring relationships between faculty/staff and student as well as upperclassmen students with freshmen.

Job Duties:

1) Recruit mentors from a pool of faculty, staff, and upperclassmen
2) Plan informal events where students can interact and connect with potential mentors
3) Design a loosely structured format for mentors
4) Create an accountability structure for student mentors
5) Check in bi-weekly with faculty/staff about their mentoring relationships (e-mail or phone call)
6) Conduct a bi-weekly meeting/event with all student mentors
7) Be a TA for an Intro to Spiritual Formation class in the Fall to gain an understanding of how Spiritual Formation takes place on the undergraduate campus
8) Be an Assistant Spiritual Director for Personal Spiritual Formation class in the Spring
9) Attend a bi-weekly two hour Intern Meeting for personal soul care issues and on-going training

Working Relationships:

Responsible to:  Director of Spiritual Formation

Works closely with: Director of Spiritual Formation; Support Team; Faculty, Staff and Student mentors

Skills Required:
Highly extroverted personality
Good networking, recruiting, and connecting strengths
Able to lead, form, and develop a support team
Strategic thinker

Time Required:  15-20 hours per week

Length of Service:  One academic year

Training and development:
1) Intern will be asked to attend and participate in a leadership training seminar in August preceding the year of his/her internship.
2) Intern will participate in executing our LAUNCH program for new students.
3) Intern will participate in a half day evaluation and debrief of each semester’s ministry in December and May.

Resource Materials: