Job Description for Small Groups Intern

Intern Name ____________________________ 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 recruit leaders, organize, and oversee all small groups approved through the Office of Spiritual Formation.

Job Duties:

1) Recruit small group leaders (students, faculty, and staff)
2) Train small group leaders in developing their 10 week curriculum
3) Administrate all details of meeting times, locations, chapel credits, advertising and promotion
4) Create an accountability structure for student leaders
5) Conduct a monthly debrief meeting/event with all small group leaders
6) 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
7) Be an Assistant Spiritual Director for Personal Spiritual Formation class in the Spring
8) 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; Spiritual Formation Administrative Assistant; Faculty, Staff and Student leaders

Skills Required:
Approachable 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: