

Job Description Summer Intern Scholarship Program

POSITION TITLE: Summer Intern

POSITION CLASSIFICATION: Part-time, summer

REPORTS TO: Executive Director or Director of Programs and Operations

SUMMARY: The summer intern scholarship program provides a student an opportunity to experience the world of poverty and non-profit work “up close and personal” through direct service experience, administrative shadowing, supervisory conversations, contacts in the extended community, and special projects.

DUTIES:

1. Attend basic volunteer orientation for United Ministries and go on the poverty tour.
2. Spend a week in each of the service areas of United Ministries providing direct services to program participants.
3. After experiencing all the programs, choose one or two programs to spend the rest of the internship in.
4. Attend at least one board meeting and two committee meetings.
5. Attend staff meetings as appropriate to topic and schedule.
6. Meet regularly for group supervision to process the experience and to clarify assignments.
7. Visit other community agencies as assigned.
8. Attend meetings and events as assigned.
9. Write thank you letters to sponsoring congregation, update members on the experience, and prepare an article for the United Ministries newsletter.
10. Assume responsibilities for special projects as assigned. These may be collecting data from files, inputting information from paper forms, researching and writing a grant proposal, etc.
11. Fulfill other duties as assigned within the time constraints of the scholarship program.

MINIMUM REQUIREMENTS:

Must be at least 18 years old and completed high school. At least one year of college is highly recommended.

Must be a member of the congregation providing the scholarship (unless the church agrees to provide the scholarship for a non-member).

Must be able to work 200 hours for the summer. Generally these hours are worked mornings, twenty hours a week for ten weeks. There is some flexibility allowed to accommodate vacations and other mission trips; however the hours must coordinate with the program needs of United Ministries.

Must monitor hours and not work over 200 hours.

Must be open to new experiences and to different kinds of people.

BENEFITS:

\$2,000 gross (This applies only to interns who are sponsored by their congregation.) Workmen’s Compensation (Only for church sponsored interns)