



## **Intern for Alternative Spring Break**

**Mission/Purpose:** SMSP Alternative Spring Break (ASB) program has the following goals:

1. To SERVE with those in need;
2. To LEARN about the situations of those in need and to explore the SOCIAL JUSTICE dimensions;
3. To put our FAITH into ACTION;
4. To build COMMUNITY;
5. To have FUN!

**Primary skills developed:** Administration, event planning, organizational, computer, public speaking, facilitation, and conflict resolution

**Supervised by:** Campus Minister for ASB

### **Tasks/Responsibilities**

- Serve as a co-coordinator with one other student
- Review and evaluate the ASB program
- Develop and prepare a promotional and marketing strategy for ASB
- Assist in the planning of all information meetings, site leader and participant formation meetings, and post-ASB events
- Maintain and organize documents regarding contact info, group lists, motor vehicle registration, etc.
- Facilitate the site leader and participant formation meetings
- Manage communication with all constituents, such as: university personnel, site contacts, site leaders, participants, parish staff, and campus minister for ASB
- Participate in weekly meetings with co-coordinator and campus minister

### **Requirements/Recommendations**

- Has participated in ASB program with St. Mary as a site leader
- Commitment to the mission and values of ASB
- Besides school, this position would be one's only primary time commitment
- Excellent organizational and computer skills
- Good interpersonal skills and ability to speak in public
- Has met with previous ASB co-coordinator(s) to learn the details of this position