

# SPRINT Core Staff Application 2011-2012

## John Perkins Center Student Leadership Positions



*Successful student leaders are those who commit their time, energy, and creativity to the service of their peers through their ministry leadership.* The information below outlines expectations, opportunities and requirements for those considering student leadership roles in the John Perkins Center for Reconciliation, Leadership Training and Community Development.

The experiences that come with this position will help you develop the skills and qualities that you will need throughout life, including: delegation, service, coordination and planning, time management, listening skills, program development, helping skills, self-management, and dependability. This is designed to be both a ministry opportunity and a learning experience.

### **Leadership Development and Student Leader Qualifications**

Qualified applicants for student leadership positions in the John Perkins Center should demonstrate grounding in and desire for further development in these areas:

#### **Knowledge of issues**

- Ministry-specific knowledge, program best-practices, sustainability and long-term vision

#### **Leadership**

- Group motivation and direction, interaction with other leaders, supporting student development

#### **Ministry**

- Holistic, Christ-centered approach to leadership, cultural and ministry issues

#### **Personal growth**

- Response to God through service, vocational decisions, life direction.

Applicants are encouraged to review *Student Leadership Development: The SPU Ministries Model*, available in the John Perkins Center.

### **Minimum Qualifications for Applicant**

1. A commitment to serve as a student leader for one academic year.
2. Cumulative GPA of 2.5 or higher.
3. A commitment to attend training sessions and regular meetings as listed on attached pages.

### **Application Information**

Completed applications are to be submitted to the John Perkins Center, SUB 225. Please type or print neatly.

The attached reference forms are an important piece of your application; please allow plenty of time for your reference writers to submit this information.

**\*\*\*Applications and references are due Wednesday, April 27, 2011, by 5:00 PM\*\*\***

## SPRINT CORE STUDENT LEADERSHIP POSITIONS

All SPRINT Core members are expected to promote awareness of and involvement in global cross-cultural ministries among SPU community.

### General Expectations of SPRINT Core:

SPRINT Core serves the SPU community by providing administrative, organizational, educational, and prayer support to mobilize participation in short-term missions and promote awareness of and involvement in global cross-cultural ministries. Specific responsibilities include:

1. Work with Coordinator and other Core members to organize and facilitate SPRINT teams and activities to promote global missional awareness and involvement at SPU.
2. Participate in SPRINT activities to ensure the smooth and effective recruiting, preparation and sending of short-term missions teams:
  - a. **Team Contributions:** Each member of SPRINT Core is expected complete a specific set of tasks. To do this, it may be helpful to create a “year-long-program-plan” to organize events, dates, and deadlines. Members of SPRINT Core are also expected to delegate and share responsibilities with other members of the team.
  - b. **Core Meetings:** Because SPRINT is a student-led program, it is imperative that all members of SPRINT Core attend all Core meetings in order to offer input and guidance for the program. Program issues, committee assignments, upcoming events, etc. will be discussed during this time.
  - c. **Team Selections:** Core members will be involved in interviewing and selecting applicants for SPRINT trips and team leader positions.
  - d. **SPRINT Team Advocates:** Each member of SPRINT Core will have the opportunity to advocate for at least one SPRINT team during the year. Advocates provide prayer support, report team needs to SPRINT Core, and support the team leader.
3. Collaborate with other student organizations and campus groups, especially Urban Involvement and Latreia, to promote missional ministry and service.
4. Participate in Student Leadership Training and Retreats:
  - a. **Spring Leadership Kickoff:** Introduces everyone to new student leaders.
  - b. **Fall Leadership Conference:** Time to get acquainted, prepare for the year, begin training process, set goals for the upcoming year with the Perkins Center and other SPU student leaders.
  - c. **Winter Campus Ministries Leadership Retreat:** Time to reevaluate goals, reflect on progress, be ministered to and enjoy team activities.
  - d. Other Scheduled Training Events

## **JOB DESCRIPTIONS: SPRINT CORE 2011-2012**

### **Paid Positions:**

#### **Business and Travel Manager**

- Supports SPRINT Core and SPRINT teams by maintaining records, handling reimbursements, overseeing the ASSP/SPRINT Core budget, arranging travel, preparing team information, and maintaining contact with travel agencies and health organizations
- **Qualifications:** *Working knowledge of Microsoft Excel, excellent organizational and communication skills written and verbal.*

#### **Office Manager**

- Works closely with the SPRINT Coordinator by providing basic office support. Takes meeting minutes, produces documents, organizes interview schedules, and maintains SPRINT records.
- **Qualifications:** *Working knowledge of Microsoft Word and Excel, excellent organizational and communication skills, and a high level of dependability.*

#### **Fundraising Coordinator**

- Coordinates fundraising efforts for SPRINT Team Members and the SPRINT Program. Organizes fundraising projects/events throughout the year. Primarily responsible for overseeing the SPRINT Scholarship Fund.
- **Qualifications:** *Previous fund-raising experience excellent organizational and communication skills written and verbal.*

#### **Publicity Coordinator**

- Creates and distributes SPRINT publicity: publications, posters, flyers, both paper and electronic publicity.
- **Qualifications:** *Creativity and proficiency in graphic design (at least as a hobby/passion) is highly desirable. Organizational skills and a solid work ethic are also vital.*

### **Volunteer Positions: (Volunteers are expected to dedicate about 6 hours per week to the work of SPRINT Core.)**

#### **Education Coordinator**

- Responsible for researching and teaching about world events to both SPRINT Core and the SPRINT Team Members. Also examines long-term training issues and works on special projects to improve the overall training and debriefing of SPRINT team members and SPRINT Core.
- **Qualifications:** *Passion for keeping updated on world events.*

#### **Event Coordinator**

- Plans and coordinates SPRINT events. This includes organizing event logistics, speakers, and program. Delegates tasks and creates committees within Core to be in charge of different aspects of the event.
- **Qualifications:** *Eye for detail and organizational skills*

#### **Office Team Assistant**

- Supports Office Team (Coordinator, Budget and Travel Manager, and the Office Manager). The Office Team Assistant will assist the Office Team with specific tasks (i.e. paper work, data entry, etc).
- **Qualifications:** *Working knowledge of Microsoft Word and Excel, excellent organizational and communication skills, and a high level of dependability*

#### **Prayer Coordinator:**

- Facilitate devotions and prayer for SPRINT Core and SPRINT training sessions. Creates team devotional resources and supports Core with encouragement, prayer and spiritual development.
- **Qualifications:** *Passion for spiritual growth*

#### **Member Care Coordinator**

- Responsible for care and debriefing of SPRINT team members before, during, and after trips.
- **Qualifications:** *SPRINT trip or other missions trip experience*

**SPRINT Core  
APPLICATION FORM**

Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Please indicate the SPRINT Core position(s) for which you are applying

\_\_\_ Business and Travel Manager

\_\_\_ Office Manager

\_\_\_ Fundraising Coordinator

\_\_\_ Education Coordinator

\_\_\_ Event Coordinator

\_\_\_ Publicity Coordinator

\_\_\_ Prayer Coordinator

\_\_\_ Member Care Coordinator

\_\_\_ Office Team Assistant

Number \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_

Projected date of graduation \_\_\_\_\_ Current Cumulative GPA \_\_\_\_\_

Have you ever attended any other college or university? If so, where and when?

Summer mailing address and phone number

Street Address/PO Box \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP/Postal Code \_\_\_\_\_

Phone (including Area code): \_\_\_\_\_

**Please respond to the following questions**

**Reasons for application**

1. Why do you wish to be considered for a position as an SPRINT Core Student Leader?

**Statement of Faith**

2. Provide a brief explanation of your Christian faith. How are you growing in or acting on your faith today?

**Philosophy of short-term missions**

3. Please briefly explain your philosophy of short-term missions. Describe some advantages and disadvantages of short-term trips.

**Leadership and Service**

4. Please describe any leadership, service and missions experience relevant to the position for which you are applying. Include SPU and non-SPU related responsibilities.

**Personal Growth**

- 5. What are your goals for the future? How would a position with SPRINT Core help you to reach those goals?
- 6. This role is an opportunity for leadership development as well as an outlet for service. In which of elements of this role’s requirements do you have prior experience or expertise? Which areas will provide the most opportunity for growth?

**Time Considerations**

- 7. Please list all academic and extra-curricular activities in which you plan to be involved next year (e.g. church, intramurals, athletics, student teaching, work, etc.). Give an estimate of your weekly time commitment to each.

**Personal references**

Please select two individuals to provide reference for you through the John Perkins Center online reference form, available at **WWW.SPU.EDU/PERKINS**. It is your responsibility to make sure references are submitted to the John Perkins Center by Wednesday, April 27, 2011. List the names and contact information of your references.

Name	E-mail	Phone
Professor/Pastor/Supervisor:		

Peer:

The information contained on the completed reference evaluation form is considered confidential and will not be available for review by the applicant or any other individual who is not involved in the student leader selection process.

The information provided in this application is true and accurate as I have represented it.

Signature \_\_\_\_\_

Date \_\_\_\_\_