



Urban Involvement Coordinator Job Description

PURPOSE: Promote SPU students' awareness of and involvement in Seattle-area urban ministries. Urban Involvement is a student-led program funded by the Associated Students of Seattle Pacific (ASSP), mentored by John Perkins Center staff.

KEY RESPONSIBILITIES:

1. Organize, recruit and support the UI student team
2. Increase awareness at SPU of urban issues and opportunities for service.
3. Facilitate participation in UI through publicity, recruitment, training, and debriefing for volunteers.
5. Collaborate with other student organizations and campus groups.
6. Work with the John Perkins Center Coordinator for Global and Urban Involvement and other student leaders to pursue ministry congruent with the principles of Christian Community Development.

QUALIFICATIONS:

The Coordinator is expected to:

- Demonstrate a growing relationship with Jesus Christ.
- Be passionate about community service involvement and encouraging others to serve.
- Have at least one year of experience with John Perkins Center student leadership programs.
- Possess effective organization and communication skills
- Have already completed or to enroll in THEO 2620 Introduction to Global and Urban Ministries.

TRAINING AND SUPPORT:

The Coordinator will:

1. Train with the incumbent Coordinator, and to interview and train new staff.
2. Spend time during the summer to prepare for the coming year.
3. Meet with:
 - i. John Perkins Center Coordinator for Urban Involvement (weekly)
 - ii. Urban Involvement cadre and core (weekly)
 - iii. Campus Ministry Council (weekly)
 - iv. ASSP Vice President of Ministries
4. Participate in these campus leadership activities:
 - Leadership Kickoff: Prepare new core for the upcoming year (Spring Quarter, this year).
 - Fall Leadership Conference: Meet John Perkins Center staff and student leaders, train UI core team, plan for upcoming year (held the week before Fall Quarter).
 - Campus Ministries Leadership Retreat: Reevaluate goals, reflect on progress, and participate in team-building activities (first weekend of Winter Quarter).

ACCOUNTABILITY:

The UI Coordinator reports directly to the John Perkins Center Coordinator for Global and Urban Involvement, and to the ASSP Vice-President of Ministries. . The UI Coordinator also works collaboratively with student coordinators for John Perkins Center and University Ministries student programs.

SELECTION:

The incumbent UI Coordinator and the John Perkins Center Coordinator for Urban Involvement select the UI Coordinator. The decision will be approved by the ASSP Vice-President of Ministries and the Campus Ministry Council.

COMPENSATION:

As per ASSP Constitutional Bylaw Article III, Section 5.

John Perkins Center Student Coordinator Positions

Successful student coordinators 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 Coordinator 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 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 coordinator 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 Monday, April 18, 2011, by 5:00 PM.*****



Name: _____ Email: _____ Phone: _____

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 _____

Country (if not USA) _____ Phone (_____) _____

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 Monday, April 18, 2011. List the names and contact information of your references.

	Name	E-mail	Phone
Professor/Pastor/Supervisor:			
Peer:			

Please note that 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 Coordinator selection process.

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

Signature _____

Date _____



Please respond to the following questions.

Reasons for application

1. What do you hope to accomplish in your role as student coordinator?
2. How does this position fit with your future goals or area of study?

Philosophy of Ministry

3. Please describe your philosophy of community service.

Faith and Spiritual Growth

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

Leadership and Service

5. What leadership and service experience do you bring to this position?
6. John Perkins Center programs are committed to the principles of Christian Community Development. Briefly explain how these key ideas are demonstrated in your student program:
 - Relocation
 - Reconciliation
 - Redistribution

Personal Growth

7. 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?

Coordinator Role

8. What are some ways you might increase campus awareness of urban issues and encourage students to serve with your program?
9. What do you anticipate as your most important work in relation to other students serving on your core team?

Time Considerations

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