

# Urban Involvement 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. References 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. \*\*\***

## URBAN INVOLVEMENT STUDENT LEADERSHIP POSITIONS

All team and core members are expected to participate in the following:

1. **Leadership Kickoff:** In Spring Quarter. Introduces everyone to new leaders for the next year.
2. **Fall Leadership Conference:** time to get acquainted, become oriented to the year, begin training process, set goals, objectives and strategies for upcoming year with both Perkins Center and other SPU student leaders.
3. **Winter Campus Ministries Leadership Retreat:** time to reevaluate goals, reflect on progress, be ministered to and enjoy team activities.

### UI Team Leaders

Team leaders are liaisons between local ministry agencies and SPU students. They support, train and encourage a group of SPU volunteers supporting their partner agency. Team Leaders will:

1. Participate in UI activities, including cadre, leadership kickoff, spring and fall training, fall leadership conference, winter retreat, and volunteer education events.
2. Maintain regular contact with the volunteer site partner.
3. Recruit, encourage and support volunteers.
4. Track volunteer hours.
5. Coordinate transportation and logistical details for volunteers.
6. Meet with volunteers to train, debrief and to promote team unity through support, prayer and education.
7. Serve regularly at their volunteer sites.

*Strongly suggested.* Enroll in THEO 2620: Introduction to Global and Urban Ministry.

### **Team Leader Positions:**

- Bread of Life Mission
  - Weekly meal preparation for homeless adults
- Empowering Youth and Families Outreach
  - After-school elementary tutoring
- Mary's Place
  - Weekly interaction with homeless women in a day shelter program
- Mekong Kids Tutoring
  - After-school elementary tutoring
- Neighborhood House
  - After-school elementary tutoring
- Sacred Heart Shelter
  - Monthly dinner preparation for women and children's transitional housing program
- Union Gospel Mission Kids Club
  - Evening childcare and activities for women and children's transitional housing program
- Union Gospel Mission: White Center
  - After-school enrichment program including arts, music or tutoring
- Union Gospel Mission YROC Tutoring
  - After-school elementary tutoring
- White Center Remix Youth Outreach
  - Evening youth outreach ministry for middle school students
- World Relief Cultural Companions/Refugee Project
  - Weekly interaction with recently-arrived refugee families. Team leader also coordinates and directs The Refugee Project, twice annually.
- Urban Plunge
  - Team Leader organizes and leads Christmas Break and Spring Break Urban Plunge. Helps participants move into a volunteer opportunities after the event. Required: Has participated in Urban Plunge.

Expanded descriptions of these programs may be found online at [www.spu.edu/ui](http://www.spu.edu/ui).

## **UI Core**

UI Core serves the UI staff, partner programs, and the SPU community by providing administrative, organizational, educational, and prayer support throughout the year. The Core helps develop and promote UI's events for the SPU community. Specific responsibilities include:

1. Work with Coordinator and other Core members to organize and facilitate UI programs.
2. Participate in UI cadre/core meetings, leadership kickoff, spring and fall training, fall leadership conference, winter retreat, and volunteer education events.
3. Serve regularly as a volunteer with a UI team.

## **Core Positions:**

- **Team Leader Coordinator**
  - Plans training events and assists Team Leaders in recruiting, supporting and training volunteers. Helps with cadre planning and small group meetings. Provides encouragement and support to team leaders. Collaborates with UI team members on special projects or events. Required: Prior experience as an Urban Involvement team leader.
- **Publicist**
  - Provides publicity for UI including print items, t-shirts, email advertisements, Campus Master Calendar, bulletin boards, and in-person presentations. This is a paid position for up to five hours a week. Required: Experience with Microsoft Outlook, Publisher, Excel, Word. Preferred experience with Adobe Photoshop and Illustrator. Portfolio will be required for interview.
- **Business Manager**
  - Manages UI's budget including reimbursements and requests for funding. This is a paid position for up to five hours a week. Required: Experience with Excel and excellent money management skills.

## Urban Involvement Team Application Form

Name \_\_\_\_\_

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

Please indicate the position for which you are applying:

- Team Leader for \_\_\_\_\_
- Team Leader Coordinator
- Publicist
- Business Manager
- Urban Plunge Coordinator

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 Number (\_\_\_\_) \_\_\_\_\_

### Please respond to the following questions

#### Reasons for application

1. Why do you wish to be considered for a position as an Urban Involvement 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?

#### Leadership and Service

3. Please describe any leadership, service and missions experience relevant to the position for which you are applying. Include SPU and non-SPU related responsibilities.
4. Have you been involved in Urban Involvement before? How did this involvement impact your view of the people and communities with which you served? (ie. Refugees, Homeless Individuals, Children, etc.)

#### Personal Growth

5. What are your goals for the future? How would a position with Urban Involvement 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, SPU 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 \_\_\_\_\_