



INTERN COORDINATOR JOB DESCRIPTION

Purpose: To assist and support the full-time Generation Alive staff with the oversight of the intern team and school programs during the 2019-2020 school year.

Time requirement: Average 10 hours per week / Sept. 2019- June 2020

Compensation: \$13.50 per hour

Key responsibilities:

- Work alongside the Program Coordinator and Program Director to lead a dynamic intern program of 12-14 college-aged young adults
- Be responsible for mentoring, training and supervising up to three interns, including attending weekly individual meetings with each of them
- Attend weekly meetings with all interns for program updates, training and curriculum-centered discussion
- Facilitate one school program independently and oversee other interns in program implementation
- Assist in creating and promoting current and new Generation Alive programs
- Assist with organizing retreats and trainings for interns
- Other duties as assigned by the program staff

Requirements:

- Completed at least two years of college or at least 20 years old
- Experience speaking to large audiences desired
- Experience working with youth and a passion to continue to do so
- Experience in leadership development and mentorship desired
- Service-oriented, hardworking and able to work with volunteers
- Excellent verbal and written communication skills
- Able to represent Generation Alive in both secular and faith-based arenas
- Highly motivated and committed to the mission of Generation Alive
- Able to easily establish relationships and rapport with community leaders
- Possess a high energy level, integrity, a spirit of entrepreneurialism and a sense of humor
- Able to lift up to 50 lbs. consistently and be on feet for extended periods of time
- Demonstrated Christian values and a personal relationship with Jesus Christ
- Owns or has consistent access to a vehicle with a valid Drivers License
- Flexibility to be in the office 2-3 days a week between 9 am and 5 pm (for just 2-4 hours at a time)
- Able to pass a background check the meets the requirements of Generation Alive.

To apply, send your resume to Programs@generationalive.org