Leading Service-Learning Internship

The Leading Service-Learning intern for the WKU ALIVE Center for Community Partnerships functions as a mentor and service learning coach for classes with service-learning components by supervising one to three service-learning groups and helping coordinate with community partners project logistics. This position is supervised by the Community Engagement Coordinator. Responsibilities include but are not limited to communicating with our service-learning community partners to assist students through the project and proposal processes. The mentor and coach will also serve as liaison to specific community partners, coordinate logistics for service-learning projects with community partners, and guide service-learners through the planning and implementation processes. This position plays a vital role in the area of partner relations for the service-learners and the community members they are working with, and may assist the course instructor as needed.

Tasks, gained knowledge, and experience as as a Service-Learning Intern will vary according to the course assignments, examples include but not limited to:

- Develop an understanding of community needs in Bowling Green. Depending on the course this may be specific to the needs of immigrants and refugees, needs related to health care, women’s issues, and more.
- Learn about successful partnership building and maintenance
- Learn about the intersection of higher education and the community through engagement
- Learn about the intersection of service-learning and multicultural education
- Assist with teaching responsibilities, including reading and following up on student reflections about the service-learning projects
- Coordinate program logistics with students, faculty, and community partners
- Monitor interactions between students and community partners.
- Keep instructor up to date about service-learning projects

Expectations:

- Good oral communications skills
- Ability to work with a team
- Positive attitude
- Experience with service-learning
- Ability to lead, mentor and coach students through the learning process
- Experience with public service, community engagement, or volunteerism
- Experience with The $100 Solution™ program

Benefits of Internship:

Students will complete this internship with valuable skills in the areas of education, particularly teaching and learning, service-learning, and student supervision; community development; immigrant, refugee, and international issues; and cross-cultural communication, including interaction across language barriers. This internship is a great opportunity to develop leadership, teaching, partnership, and multicultural skills. Depending on the intern’s goals and background, valuable experience could also be gained in the areas of student affairs, educational administration, experiential education, and international/multicultural education. Most importantly, interns will enhance their formal job-placement skills, such as teamwork, time-management, initiative, reporting, and accountability. THIS IS AN UNPAID INTERNSHIP.

Website: www.wku.edu/alive
Time Allotted:
10 to 12 hours a week (depending on intern’s needs and availability). Internship lasts one semester with the potential to serve one year if needed for course credit. Students should refer to the hours required for the internship requirements for their academic department.

Additional Information:
The Leading Service-Learning Internship is an unpaid internship. Students should inquire about internship requirements for course credit for their degree program if they are not already aware before applying.

Application Materials:
This position is supervised by the Community Engagement Coordinator, Lauren Cunningham. Those interested in the internship are asked to prepare a resume, cover letter, and an availability schedule for the semester you are applying for. Materials should be submitted via email to Lauren at lauren.cunningham@wku.edu by November 22, 2013. Feel free to call 270-782-0082 if you have any questions regarding ALIVE CCP internships. Students meeting the desired qualifications may take part in an interview process if multiple applicants apply.