

## SPORTS OUTREACH INSTITUTE (SOI) POSITION DESCRIPTION

### *OUTREACH TRIP INTERN*

**I. TITLE:** Outreach Trip Assistant – **LYNCHBURG, VA**

**II. ACCOUNTABILITY OF THE POSITION:** Reports to Outreach Trip Coordinator

**III. MINISTRY PURPOSE:** The Outreach Trip Intern will serve to support the Outreach Trip Coordinator with his/her tasks and responsibilities, which will greatly improve the impact of outreach trips and deepen the relationships with trip participants and trip leaders.

**IV. SPECIFIC RESPONSIBILITIES AND DUTIES OF THE POSITION:**

- A. Compile and format pre-departure trip materials; includes data entry, printing, and assembling for: information booklets, bag tags, emergency cards, prayer calendars, and "on the ground" guidebooks.
- B. Pack, organize, and mail various materials, including participant boxes.
- C. Collect, record, and track trip taker information.
- D. Respond to website inquiries (trip interest, intern interest).
- E. Update existing trip materials (guidebooks, calendars, e booklets, manuals, etc).
- F. Create trip financial reports using donor database program.
- G. Assist with post-trip trip taker follow up and development.
- H. Participate in other areas of the trip preparation process to gain experience/understanding of the full process (ex. skype calls with international staff, preparing budgets and transfer sheets, researching and booking airline flights)

**V. POSITION REQUIREMENTS:**

- A. Effective communication skills.
- B. Strong organizational skills.
- C. Proficient with computer programs.
- D. Spiritual leadership.
- E. Strong work ethic; ability to work as a part of a team

**VI. POSITION COMPENSATION – WORK HOURS, SALARY, AND EXPENSES:**

- A. Work Hours: 10-20 hours a week
- B. Salary Compensation: \$10 per hour
- C. Duration: One year commitment required
- D. Review: Review with Outreach Trip Coordinator
- E. Expenses: All prior approved out of pocket expenses will be paid to the intern on a monthly reimbursement basis.

**If the internship is for college credit, it is the responsibility of the intern to share with his/her supervisor at the beginning of the internship any requirements, papers, or reviews that must be completed during or at the end of the internship. SOI may request to have a copy of any evaluations or final papers for the internship.**

**I have reviewed the above responsibilities and details described and I am in full agreement.**

Intern Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_