

MISSION INTERN PLACEMENT SITE APPLICATION (United States Placement)

*The attached application is for United States Placement Sites of the Mission Intern Program. The three sections (General Information, Job Description and Contact information) should be completed and returned no later than **April 15, 2010**.*

***Mission Interns will serve at their United States placements
from January 2011 to June 2012 (approx.)***

Summary:

The Mission Intern Program is a three-year leadership development and social justice service program for young adults ages 20-30. The program offers young adults the opportunity to be exposed to the challenges of mission engagement and explore church-related vocations.

Mission Interns work in settings that focus on issues of social justice, community development, working with marginalized communities, and advocacy for community needs. Placement sites include faith-based agencies, community organizations, churches and colleges. In order for the Mission Intern experience to be productive for the young adult and the placement site, consistent ongoing mentoring supervision, a clear job description, and learning goals for leadership development must be established for/by the Mission Intern.

Please refer to the "Educational Supervision and Learning Goals" handout for more information.

Compensation:

- The General Board of Global Ministries covers orientation costs, moving expenses to and from placement site, and medical insurance.
- The General Board of Global Ministries also provides a living stipend or salary for the Mission Interns.
- Placement Sites are responsible for assisting the Mission Intern in finding safe and appropriate housing.
- Provisions should be made for sick days and a *minimum* of two weeks paid vacation (up to four weeks is recommended). This *does not* include time spent at General Board of Global Ministries' events which include a mid-term and end-term event during time of service.

Time Line:

- Placement site applications are due April 15, 2010.
- Placement site matches will be confirmed September / October 2010.

Notes:

- In filling out this application form please be as specific as possible about the nature of the Mission Intern's responsibilities.
- *Please include with your application printed descriptive material about your church or agency.* These will be helpful in discussing your agency with interested young adults.

**MISSION PERSONNEL PROGRAM AREA
GENERAL BOARD OF GLOBAL MINISTRIES**

**APPLICATION FOR UNITED STATES PLACEMENT SITES FOR
MISSION INTERN PROGRAM (2009-2012)**

*Mission Interns will serve in these assignments
from January 2011 to June 2012 (approximately)*

**PLEASE RETURN AS SOON AS POSSIBLE AND
NO LATER THAN APRIL 15, 2010**

A. GENERAL INFORMATION

1. Local Mission Project:

A. Name _____

B. Address _____

C. Phone Number/Fax Number _____

D. Executive Director or Contact Person _____

E. Website / E-mail Address _____

F. Describe the socio-economic, racial/ethnic and cultural context of the community where your agency works:

G. Describe the specific work of your project:

H. Briefly describe the demographic makeup of the staff of your organization:

9. Who will be the Mission Intern's direct supervisor?

10. Who will orient the Mission Intern to the community and provide in-service training? How will this happen?

11. How do you feel your project can help a Mission Intern fulfill his/her commitment to be in mission?

12. Indicate options for room and board available for the intern in your community:

A. JOB DESCRIPTION

(NOTE: This is a Sample Job Description)

Mission Intern Job Title:

Name of Immediate Supervisor:

Description of Mission Intern’s function within the context of other activities of the organization:

Duties or specific daily tasks

e.g. Food bank daily tasks

- Resource and referrals
- Direct service/food assistance to neighbors
- Preparing food bags
- Assisting neighbors shopping in clothing closet
- Utilities assistance
- Maintaining a database

e.g. After-school program

- Curriculum development
- Lesson planning
- Programming
- Homework time
- Recreation
- Snacks

Time breakdown:

- e.g., 10 hours per week after-school program
- 5 hours per week preparation for program
- 16 hours per week case worker at food bank
- 4 hours per week stocking food bank
- 1 hour week with supervisor

Skills needed in the program:

- e.g. Commitment to community
- Passion for social justice
- Ability to relate well with children
- Ability to work with people from various backgrounds

Skills to be developed by Mission Intern

- e.g. Networking with other agencies
- Lesson plan development
- Knowledge of child development

Signature of Placement Site Supervisor_____

Signature of Mission Intern_____

Signature of Executive Secretary, Young Adult Programs_____

CONTACT INFORMATION

Name of the United Methodist Conference and District in which Project is located:

Conference: _____

District: _____

Name and Address of the Bishop of your Conference:

District Superintendent: _____

Are you are a National Mission Institution or member of a Shalom Zone? _____

If so, who is the GBGM Staff person you relate to? _____

Applicant's Signature

Title

**Please Return to:
Young Adult Program Office, General Board of Global Ministries
475 Riverside Dr. Room 320
New York, NY 10115
Phone: 212-870-3660
Fax Number 212-870-3774**

Educational Supervision and Learning Goals: *A Guide for Supervisors*

Motivation: In an effort to clarify our expectations of Mission Interns and placement site supervisors, we integrate an educational supervision component into the Mission Intern program.

Context: Given the unique role of the Mission Intern Program, we understand the importance of two different types of supervision. Most organizations have a supervision policy that includes staff meetings and peer reviews. This supervision falls under the category of administrative or managerial supervision. ***Mission Interns flourish when they are also provided with educational supervision that places emphasis on how they are growing and changing especially as that relates to their own learning goals and objectives.***

Educational supervision requires that the supervisor:

- ***Make an effort to understand the motivations of the Mission Intern.***
- ***Allow some flexibility in specific tasks within the given job description.***
- ***Engage the Mission Intern in reflection on how specific tasks meet personal goals.***

Background: At this stage we have trained the Mission Interns in the development and use of personal learning goals as their contribution to educational supervision. Mission Interns were asked to identify their overarching or general goal for the entire three year experience, and specific learning objectives related to their job description. Mission Interns were also encouraged to create tasks for themselves outside of work that might help them to achieve some of their objectives.

All Mission Interns were trained to reflect through journaling and encouraged to identify issues or concerns from their experiences to discuss with their supervisors at scheduled meetings as part of their ongoing process of reflection and learning.

Proposal for Supervisors: Mission Interns will share learning goals with their direct supervisor within the first three weeks of work. After the Mission Intern and the supervisor have time to reflect and learn more about each other, they should meet a second time to integrate and modify the job description and the learning goals.

Once the job description and learning goals document have been agreed upon they should be signed and sent to the Young Adult Program office in New York for final approval. Over the course of time this document may evolve or change. We ask that any mutually agreed upon changes be sent to New York so that our office is well informed of the most current understanding between supervisors and Mission Interns. ***Staff in the program office will treat the job description as a signed agreement between all parties which is to be upheld and respected and which details the nature of the assignment and the responsibilities of the Mission Intern.***