

Community Development Intern Job Description 2017-2018

(Must have served as a RA, or active CleRHCs or other res council member)

The Community Development Intern works closely with CleRHCs (residential hall council) and resident assistants in fostering community throughout the Warren Residential Complex. The main role is to run the residential hall council.

Secondary responsibilities include:

1. Assisting in outreach to Warren residents
2. Welcome Week events
3. Provide counseling referrals as appropriate to your group.
4. Schedule a weekly 1:1 with your Assistant Director of Residence Life supervisor
5. Attend bi-weekly Res Council Chair meetings with ICRA President
6. Facilitate weekly meetings with your RHC
 - a. Set the agenda
 - b. Keep the group on track
7. Responsible for administration of area budget
 - a. Your groups should be watching their own budgets, but you also watch.
8. Command Performances
9. Responsible for submitting CleRHCs programming blurbs to RA's to include in their newsletters prior to the deadline.
10. Programming
 - a. Put on at least one pre-planned event per quarter
 - b. Provide assistance to CleRHCs about their programs
 - i. If you see someone struggling, assist with ideas
 - ii. It is up to the group as to how many programs they want to do
 - c. Keep communication open with your RA staff regarding programming so they are advertise
 - d. Keep CleRHCs on track (pre-programming forms due, reimbursements due, evaluation forms due)
 - e. Maintain quarterly programming report (due before you leave for breaks/end of the year)
 - f. Retreat (Fall)
 - i. Plan and run a retreat for your group along with the advisor.
11. Office Operations
 - a. You will work a 3 hour shift at ResLife each week.
12. The CDI is a staff member of the Res Life RA team. Therefore, the CDI will perform all duties as a RA (other than the resident aspect). See RA Job Description for more information.
13. Other duties as assigned