

Volunteer Services

INTERN POSITION DESCRIPTION

TITLE: Children's Program Intern

SUPERVISOR: Children's Program Case Manager

PROGRAM: The *Transitional Housing Program* provides homeless women and their children with a safe, supportive place to stay as they participate in life skills training and stabilization services that prepare them for employment and stable housing in the community. Child centered programming and family enrichment activities, provided through the Children's Program, help promote healthy child development and empower the family unit.

PURPOSE: To provide support and resources to families living in the YWCA Transitional Housing Program through one-on-one, family, and phone contact; facilitate services with other service providers as needed. To assist in coordinating and facilitating programming for children of various ages while mothers attend job and life skills workshops.

RESPONSIBILITIES:

- Develop and implement activities for the Child Enrichment Center (CEC).
- Assist with site preparation and clean-up.
- Provide individual attention to children at the center.
- Identify programming needs and make recommendations for improved services.
- Keep a written record of intern hours and activities.
- Agree to mandated child abuse reporting guidelines.
- Document contact and services to families.
- Provide needs assessment and on-going support and resources to families.

QUALIFICATIONS:

- Must be 18 years of age. Experience working with children.
- Pursuing a BA/BS in social work, sociology, child care or related field.
- Special interest working with homeless families and families in transition.
- Must possess good judgment and demonstrate ability to manage children's behavior in a positive manner.
- Effectively work with children who represent a wide-range of socio-economic, racial and ethnic groups.
- Ability to be flexible and work as part of a team. Excellent interpersonal and communication skills.

BENEFITS:

- Develop skills in relating to children undergoing transition or crisis.
- Experience developing and delivering programming for children in a child care setting.
- Documented internship experience.
- Experience working for a non-profit agency.

SITE: Transitional Housing Program Sites in St. Paul

COMMITMENT:

- One semester. Schedule is set during orientation
- 10-30 hours per week; includes Tuesday and Thursday evenings

CONTACT: Volunteer Specialist
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