



Youth Services Intern Project Description

Title: Youth Services Intern (Refugee Services)

Reports to: Youth Services Supervisor

Summary: This internship position assists Catholic Charities staff with the Refugee Services youth mentoring programs, including the transitional age Youth Mentoring program and the MARK (Mentoring All Refugee Kids) program for school-aged youth. In addition, this position assists with enrollment of refugee children and youth in Columbia Public Schools. This opportunity will provide experience in youth and family services for a medium-sized non-profit organization by allowing the intern opportunity to assist the Youth Services department in activities such as transporting clients to testing appointments for school enrollment, completing school enrollment applications with families, helping at group activities, and mentoring youth in our programs.

Start Date: Flexible

Duration: Flexible; 8 hours per week minimum, 16 hours per week preferred

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision of the Youth Services Supervisor, the Youth Services Intern will:

- Assist with children's education intake and complete school enrollment for grades K-12
- Transport clients to ELL (English Language Learning) testing for new students
- Assist children and families with required immunizations for school
- Complete school enrollment paperwork with families
- Deliver refugee students backpacks and school supplies
- Inform the student and parents about their child's first day and bus information
- Assist with coordination of diaper distribution for families enrolled in the diaper program
- Conduct outreach and enroll eligible program participants
- Provide case management to youth participants and their families, as necessary
- Provide transportation for clients to and from youth mentoring activities as needed
- Conduct program evaluation activities, including initial youth needs assessments, self-esteem assessments, and follow up assessments and collect feedback and outcome data
- Outreach and enroll eligible school-aged youth and families
- Coordinate with youth's parents and teachers to identify and address youth's social and educational needs related to the mentoring and academic support program
- Maintain complete and accurate documentation, including paperwork, records, and case notes per grant requirements
- Manage timely and professional communication
- Attend and participate in agency, program, and departmental trainings, meetings, activities, programs, etc. as required
- Assist with other activities that support the Youth Services department, as requested



QUALIFICATIONS

Currently has or is pursuing an undergraduate or graduate degree in Education, Social Work, Public Administration, Nonprofit Management, or a related field. Previous academic, professional, or volunteer experience in education, teaching, after-school programs, working with vulnerable populations or child/families preferred. Previous work or volunteer experience in non-profit organizations preferred.

Computer Skills

Demonstrates strong computer skills and familiarity with commonly used programs, including Microsoft Office Suite. Ability to learn and effectively use various data collection and database management systems to record data required. Demonstrates strong proficiency with Internet tools and techniques for searching, extracting, and processing information.

Workplace Ethics

Treats people with dignity and respect. Inspires the trust of others. Works ethically and with integrity. Maintains and safeguards confidential information. Possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities adheres to the social and moral teachings of the Catholic Church.

Communication Skills

Exhibits strong interpersonal communications, including written and verbal communication skills. Keeps others adequately informed and exhibits excellent team building abilities. Expresses ideas and thoughts clearly. Exhibits excellent listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods. Ability to communicate and interact with a wide variety of people having diverse social concerns and problems. Ability to communicate the mission and services of Catholic Charities both within the agency and community.

Other Qualifications

Ability to successfully pass a child abuse registry check and criminal background check and requires completion of the Protecting God's Children VIRTUS training session. Licensed to operate a motor vehicle and ability to meet agency auto insurance coverage requirements. Local travel required.

Work Environment

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.