

We are currently seeking high impact paid internship positions through AmeriCorps. Please send application, cover letter and resume to Alison Powell at [alisonp@trm.org](mailto:alisonp@trm.org). For more information, visit our web site at [www.trm.org](http://www.trm.org).

<b>Classification</b>	Intern- Stipend paid through AmeriCorps
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## Job purpose

Build relationships with families living at The Rescue Mission by offering a safe and supportive environment for youth to engage and interact. Develop and implement youth programming, which will emphasize academic progress, life skills, wellness, and social-emotional learning. Support all youth programming as needed, serving preschool-12<sup>th</sup> grade. Promote safety of families, quality of programs and appearance of facilities at all times.

## Qualifications

- AA degree in Social Services, Education, or related degree preferred, or equivalent experience
- One year of experience directly related to working with youth of diverse backgrounds
- Knowledge of developmentally-appropriate activities
- Ability to work as a member of a team inspiring trust and speaking truth
- Demonstrate adaptability and patience
- Able to work well under pressure, reframe conflict, and de-escalate in stressful situations
- Effective skills for mentoring, coordinating, and supervising students in an educational setting
- Maintain professional boundaries and confidentiality
- Effective verbal communication skills, listening skills and problem-solving techniques
- Show strong organizational and administrative skills
- Basic computer, math, and grammar skills
- Valid WDL, good driving record, proof of insurance, pass internal driving test
- Pass an extensive background check

## Duties and responsibilities

### Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's core values and culture standards.

## Team Work

- Work as a member of the team to:
  - help establish youth department strategies, policies and priorities
  - advise Youth Program Manager in all matters pertaining to the youth program
  - help solve organizational challenges
  - proactively assist as necessary in the overall success of the Mission

## Direct Work

- Meet parents of new participants and check-in on an ongoing basis.
- Meet with students on a regular basis, at school or in out-of-school time.
- Develop, plan, and implement safe and appropriate youth program curriculum and activities.
- Update parents and students on youth programming, including creation and distribution of calendars.
- Record attendance hours and demographic data.
- Work with the family, school, and TRM staff to address student progress and school attendance, on a case-by-case basis. Identify student needs and connect to appropriate resources and providers.
- Complete student assessments for internal use and track progress.
- Network and partner with other agencies working with youth within the community.
- Develop and supervise relationships with volunteers and interns, fostering a mutually beneficial experience.
- Coordinate and collaborate with TRM staff.
- Facilitate Youth Program policies and support all youth programming as needed.
- Operate Rescue Mission vehicles in accordance with TRM Policies.
- Assist in cleaning and supplying Youth Program facilities.
- Provide data, photos and anecdotes for social media and grant-writing/reporting.

## Working conditions

Office environment, on your feet several hours a day. Require valid WDL with some travel between Mission sites and locations in the community. May be required to be outdoors in inclement weather and work irregular hours in order to coordinate activities for youth.

## Physical requirements

Speak, listen, mobile, run, walk, climb stairs, travel between locations, lift/carry up to 25 lbs, light custodial duties.

For more information, please refer to:

ULT: <http://northwestleadership.org/urban-leaders-in-training/>

AmeriCorps:

<https://my.americorps.gov/mp/listing/viewListing.do?id=47169&fromSearch=true>