Refugee Resettlement Program of Commonwealth Catholic Charities

Internship Job Description

Job Title or Position: Summer Youth Program Intern

Purpose of the Internship:
To provide an opportunity for students to link theory learned in studies of international work, social work courses, education courses, and other human services work to practice in a non-profit that serves an international clientele through direct service. The Summer Youth Program Intern will apply knowledge to assisting in the implementation of a previously developed summer youth program and aid the School Liaison in providing services to school-aged immigrant and refugee children.

Expectations/ Responsibilities of the Position:
- Work as part of summer program team including planning, implementation and assessment
- Provide daily activities for refugee children attending summer programs, including field trips and special programs, providing direct instruction and oversight to participants
- Provide youth (accompanied by other responsible adult) with transportation to appointments and summer program, when needed
- Record and report activities, student progress, and concerns in case records and to school liaison.
- Provide follow-up services and/or services related to preparing students for participation in school in the fall as directed.
- Submit all hours to Volunteer Coordinator

Time Commitment: Summer interns must commit to the full time of the summer program (dates determined in individual offices).

Qualifications:
- Must be a current student in an accredited college or university who is pursuing professional development as part of a curriculum for an academic or scholarship credit.
- Must have an area of study with a focus on international studies or policy, human services, education or a related field
- Interest in working with children and/or youth
- Flexibility and patience
- Problem solving skills and initiative
- Cross-cultural sensitivity
- Ability to work independently and in a team setting
- Professional appearance appropriate to work settings
- Foreign language skills helpful, but not necessary
- Driver’s License required and own transportation STRONGLY recommended

Working Conditions:
Split between office, community worksites (including field trips), and client neighborhoods.

On-Site Supervisor / Supervisor Plan:
School Liaison, meetings with supervisor as established with School liaison, summer program activity summary report to supervisor daily.

Preparation:
Volunteer Orientation, Youth Mentor Training

Open Positions:
- Hampton- one position available each Summer
- Richmond- two positions available each Summer
- Roanoke- two positions available each Summer