Purpose of the Organization/ Program
The Peter Paul Development Center is an outreach and community service agency serving children and senior citizens in Richmond’s Church Hill. A few of the programs Peter Paul offers to the community it serves include:

- After School Program: for children 7 to 17 years of age, the program seeks to provide a safe place for children to be after school with its main focus on education.
- Summer Enrichment Program: an eight week summer continuation of the school year program. In addition to field trips to museums, historical sites, theme parks and swimming pools, the program offers classes and quiet time for learning.
- Seniors Program: offers seniors a place to gather two days a week for fellowship and a nourishing lunch.
- Food Distribution Program: At least once a month, the Center is a distribution center for the Food Bank. Individuals in the community receive food on a given date. An emergency food pantry is available for individuals in immediate need of food.

Job Title or Position
Intern/Program Assistant
Assists in all areas of center’s programming, including summer camp program, seniors program, food distribution program and limited administrative work.

Expectations/ Responsibilities of the Position:

Primary Responsibilities:

1. Works under the supervision of the assigned Classroom Teacher, Program Supervisor or Administrative personnel.
2. Assists in classroom working directly with students as an assistant to the teacher.
3. May supervise part-time volunteers and/or other staff in absence of supervisor.
4. Assists with the development of activities for the youth at the center, to include arts and crafts, physical activities, and special interest activities.
5. Assists with community events and program activities as needed.
6. Assists with food distribution program.

Secondary Responsibilities:

1. Reports directly to Volunteer Coordinator and Director of Operations.
2. Maintains a positive rapport with youth and their parents that reflect the Center’s goals.

Qualifications:
- Passion for children
- Ability to connect with children of varied social economic backgrounds
- Background check required

Rev Date: 2012
**Working Conditions:**
Weekly schedule: 8:30-5:00 M-F  
Dress Code: casual  
Physical working arrangements: Will vary – classrooms, gym, field trip locations, camp and administrative office.

**On-Site Supervisor:**
Rosemary Jones, Volunteer Coordinator  
rosemarydj@verizon.net  
804-780-1195; 804-929-1956  
1708 N. 22nd Street  
Richmond, VA 23223

**Supervision Plan:**
Interns work closely with supervisors and receive constant feedback.