INTERNSHIP JOB DESCRIPTION

POSITION TITLE: Program Assistant

DEPARTMENT: Volunteer Services

SUPERVISOR’S TITLE: Volunteer Coordinator

Service Site: Cuyahoga County Juvenile Detention Center, Cleveland, OH

The Cuyahoga County Juvenile Justice Center, Detention Center (CCJDC) is a unit of the Detention Services Department of the Cuyahoga County Juvenile Court (CCJC). The CCJDC is established to provide short-term care in a safe and secure environment to residents who cannot be served in an open setting. The Detention Center provides: housing, uniformed clothing, medical care, a nutritionally-balanced diet, education, recreation, and programming to youth during their stay. Our vision is to provide programming so juveniles will take responsibility for choices that make them law-abiding in the community. Our mission is to administer justice, rehabilitate juveniles, support and strengthen families and promote public safety.

MAJOR RESPONSIBILITIES/DUTIES:

• Serve as facilitator of small group discussions for both male and female residents by developing and implementing weekly sessions to cultivate communication, life and social skills and to become self-sufficient, respectable citizens within their communities
• Network with community partners to explore youth-oriented community resources available to the residents upon release from the Detention Center
• Organize a “Community Resources” fair to include community partners
• Explore career options represented within the Justice Center and surrounding community, shadowing individuals accordingly
• Partner with another Shepherd internship site that works with youth to facilitate a dialogue between youth at both programs

Administrative/Clerical Support

a) Prepare correspondence, data, flyers and other documentation

b) Perform other duties as assigned by supervisor

DATE: April 2015
POSITION REQUIREMENTS (Minimum Qualifications)

- **Skills, Knowledge & Attributes:** Knowledge of program development; familiarity planning youth programs; ability to utilize a personal computer using Publisher, PowerPoint, Excel and Word; strong interpersonal skills; ability to prioritize and meet deadlines; excellent communication, and ability to orchestrate work assignments from conception to completion.

- **Education:** Minimum college coursework and (1) year experience in programming and/or events planning.

**WORKING CONDITIONS**

Intern will have access to office space and computer.