**INTERNSHIP JOB DESCRIPTION**

**POSITION TITLE:** PROGRAM ASSISTANT

**DATE:** April 2015

**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

**POSITION REQUIREMENTS (Minimum Qualifications)**

**Skills, Knowledge & Attributes**

- Knowledge of program development and events planning; familiarity planning youth programs; ability to utilize a personal computer using Publisher, Power point, 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.

Interns will be required to pass a criminal background record check. This is a paid internship position made possible by the Shepherd Higher Education Consortium on Poverty (SHECP) Internship Program.

**WORKING CONDITIONS**

Intern will have access to office space and computer.