METROPOLITAN MINISTRIES
Internship Description

TITLE: Youth Programs Intern

DEPARTMENT: Programs, Residential Services

REPORTS TO: Coordinator of Youth Services

REVISION DATE: February 9, 2013

POSITION PROFILE
The intern will get opportunity to take the lead in developing a rewards program for the Youth Program. Additionally, the intern will also work with staff on other initiatives including our Youth Mentoring program and education initiatives.
The intern will also have the opportunity to work directly with the youth of our homeless families living in our facility. This will be primarily during evening programs, field trips, and/or camp days. Depending on availability, the intern will also have the opportunity to plan activities and field trips.

DUTIES AND RESPONSIBILITIES:
- Work with the Coordinator of Youth Programs to establish a sustainable rewards program for our youth residents.
- Work along side the Coordinator of Youth Programs and the Childrens Counselor in the development of our Youth Mentoring Program
- Develop a sustainable rewards program for the Youth Program
- Assist in developing Youth Mentoring Program
- Other Youth Program opportunities contingent on the amount of hours the intern is available

Other Responsibilities:
- Supporting the Department in other tasks as assigned.

QUALIFICATIONS:
Education and Experience:
- Undergraduate or graduate level (internship can be adjusted based on level of knowledge and experience of applicant)
- A minimum cumulative grade point average of 3.0
- Student seeking credit hours for internship is preferred

Skill Requirements:
Must be able to work within a multi-disciplinary team framework; must be able to communicate effectively in English; dependability; demonstrates maturity and sensitivity to issues of faith, culture, and other sources of diversity; ability to plan and organize work and attend to detail; ability to handle job related matters in a professional and diplomatic manner.
- Organizational Skills
- Proficient in Microsoft Office, especially Excel and Word.
- Experience or desire to work with at-risk Middle and High School aged children

Physical Requirements:
Hearing and speaking ability which allows for effective oral communication of information; physical, emotional and spiritual stamina to handle job-related issues and stress.

Other:
Must demonstrate legal authorization to work in the United States. Must pass applicable pre-internship background screening procedures. Demonstrates a passion for the mission and vision of Metropolitan Ministries. Night and occasional weekend hours
METROPOLITAN MINISTRIES
Intern Position Description

TITLE: Outreach Program Intern

DEPARTMENT: Outreach Program

REPORTS TO: Director of Outreach

REVISION DATE: July 10, 2013

POSITION PROFILE
The primary function of this position is to assist the Outreach Department with Outreach operations, such as our emergency food and clothing markets, employment lab, and access lab.

DUTIES AND RESPONSIBILITIES:

- Assist with the operation of assigned outreach area (front desk, metro market, clothing market, access lab, employment lab, etc.)
- Become familiar with available community services and resources and assist homeless individuals with referrals and access to such services.
- Input Unity and other client data.
- Perform all other duties as assigned.

QUALIFICATIONS:

Education and Experience:
Undergraduate or graduate level (position can be adjusted based on level of knowledge and experience of applicant). Must be able to work independently or as part of the team.

Skill Requirements:
Must be able to work within a multi-disciplinary team framework; must be able to communicate effectively in English; dependability; demonstrates maturity and sensitivity to issues of faith, culture, and other sources of diversity; ability to plan and organize work and attend to detail. Ability to handle job related matters in a professional and diplomatic manner. Ability to work with homeless individuals in a way that reflects dignity, integrity, and respect. Ability to deescalate irate or unhappy individuals.

Physical Requirements:
Must have hearing and speaking ability for effective oral communication; physical, emotional and spiritual stamina to handle job-related issues and stress. Must be able to report to work as scheduled unless otherwise excused.

Other:
Must demonstrate legal authorization to work in the United States. Must pass applicable background screening procedures.