FAMILY SCHOLAR HOUSE, INC
Louisville, Kentucky

Mission Statement: The mission of Family Scholar House is to end the cycle of poverty and transform our community by empowering families and youth to succeed in education and achieve life-long self-sufficiency.

Internship Title: Family Scholar House Student Intern

On-site Supervisor/Co-educator:
Name: Kristie Adams, M.Ed.
Title: Vice President of Programs & Services
Email: kadams@familyscholarhouse.org
Telephone: (502) 813-3089
Mailing Address: 403 Reg Smith Circle, Louisville, KY 40208

Physical Address (if different): There are four Family Scholar House Campuses in Louisville, KY. The addresses are as follows:

*Louisville Scholar House
403 Reg Smith Circle
Louisville, KY 40208

*Downtown Scholar House
118 West Breckinridge Street
Louisville, KY 40203

*Stoddard Johnston Scholar House
2301 Bradley Avenue
Louisville, KY 40201

*Parkland Scholar House
1312 Catalpa Street
Louisville, KY 40211

Additional Contact:
Name: Cathe Dykstra
Title: Chief Possibility Officer, President & CEO
Email: cdykstra@familyscholarhouse.org
Telephone: (502) 813-3088
Mailing Address: 403 Reg Smith Circle, Louisville, KY 40208

Duties/Project Description:
In the course of the internship, student interns will be trained to participate in the following:

- Intakes and Orientation Sessions: Telephone and face-to-face interactions with individuals interested in the Family Scholar House program. Callers are often in crisis. Those coming to orientation are routinely ashamed and frightened. Interns will be prepared to suggest resources in a calm, non-judgmental manner, offering hope to prospective participants.
- Academic Advising Sessions: With supervision, interns will meet with student parents for one-to-one conversations with emphasis on time management, study skills, tutoring needs, and communications with professors.
• Life-skills Workshops: Facilitation of workshops on topics such as budgeting, parenting techniques, goal-setting, handling conflict, writing a resume, and interviewing techniques.
• Public Speaking and Events: As opportunities arise, interns will accompany professional staff to table events and speak on behalf of the program.
• As a bonus, interns will work closely with a staff member in writing a grant or letter of intent and/or submitting a grant report in order to facilitate an understanding of how program structure and outcomes directly related to capacity-building funding and sustainability. This allows interns to include on their future resumes grant-writing/grant-reporting experience. (Also see Job description for Student Interns.)

Qualifications:  (Also see Job Description for Student Interns)
   A. The ability to show compassion and reinforce accountability without judgment.
   B. Some college experience or technical training preferred.
   C. Previous experience with Microsoft Word, Excel, and Access type databases.
   D. Knowledge if and ability to utilize the Internet and e-mail.
   E. Good interpersonal and communication skills.
   F. Strong organizational skills.

Orientation Plan: All interns receive individual and group orientations to the work of Family Scholar House. Interns meet individually with professional staff members to understand roles within the agency and coordination of the team. Interns meet individually with President & CEO to not only learn about the history but also understand the broader goals and vision of the organization. Interns will observe interactions with participants in individual sessions and group programs and subsequently work with staff to assess opportunities to facilitate sessions with staff supervision. (Also see FSH in Manual 2015-2016)

Supervision/Mentor Schedule: Interns meet weekly professional staff for individual supervision and weekly with other interns and staff for group supervision. Interns are encouraged to ask questions and share experiences they have in the interaction with current and prospective participants as a way to learn from each other.

Non-English language requirement? No other language than English is required.

Working Conditions:
Intern will “hot desk”-utilize vacant offices and desk spaces as available. Interns will have the opportunity to interact with participants on all four Louisville campuses. A computer will be provided for any task requiring access to the Internet, the FSH database, or computer programs.
Interns will benefit from having their own smart phones so that they will have ready access to the Red e notification application utilized by Family Scholar House; however, in the absence of a smart phone, the notification system may be accessed via a computer with Internet capabilities.

REV: July 2015
Preparation:
Bridges Out of Poverty by: Ruby Payne
FSH Intern Manual

Is the organizational accessible via public transportation? All four Family Scholar House campuses in Louisville are accessible via the TARC bus system.

Does the internship require use of personal vehicle? Interns are expected to get to and from our main campus. Family Scholar House can easily provide bus passes for the duration of the assignment for all travel needs. Transportation needed between campuses and for outreach activities will be provided by FSH staff.