Neighborhood House
Louisville, Kentucky

Neighborhood House is a dynamic community center making a life-changing difference in the lives of those with whom we serve - infants through senior adults. Our focus is serving the Portland neighborhood of Louisville through providing Life Needs, Life Skills and Life Dreams. Our mission is to provide individuals with opportunities to enhance the quality of their lives. Our vision is to break the cycle of poverty for our children and families! Learn more about Neighborhood House at www.nhky.org and on Facebook at www.facebook.com/nhportland.

Internship Title: Programs Assistant

On-site Supervisor/Co-educator:
Jennifer Hurley
Director of Programs
jhurley@nhky.org
502-774-2322
201 N. 25th Street Louisville, KY 40212

Additional Contact: Angie Morris, Human Resources Manager, amorris@nhky.org

JOB SPECIFIC DUTIES AND RESPONSIBILITIES

This internship is flexible in terms of the prioritization of specific areas of work. It is an opportunity to work both administratively, as well as receive direct service experience in all of our core programming areas. We will make every effort to match intern’s desire for learning and opportunity with agency/program needs. Interns can expect to work 40 hours per week.

Administrative Support

In addition to working directly with our families, this internship will provide the opportunity to work directly with the Director of Programs to provide administrative support for all agency programs. May include special projects, communication materials, research, trainings, grant reporting, assessments, etc. We will tailor this administrative support to the intern’s interests, and will ensure that these duties do not detract from the main focus of direct service with our children and families. These tasks will be incorporated into our normal programming work, and will not result in additional working hours.

Direct Service

1. Child Development Center (CDC): Work directly with teachers and children (ages 6 weeks to 12 years). The mission of the CDC is to ensure our children have age appropriate activities that promote developmental growth; our
preschoolers are ready to start Kindergarten; and our school age children have summer activities that promote “summer learning gain” and inhibit “summer learning loss” common to children in low income communities. We will be able to witness our success first hand by measuring our new Kindergartners and returning student’s success in the new school year.

While most CDC hours are week day, first shift hours, some family engagement events may be later evenings or Saturdays.

2. **Youth Program:** Work directly within the summer youth program referred to as “Dreamer’s Academy,” during which we strive to eliminate the summer learning loss of children and teens (1st grade through 12th grade) by providing an energetic, high level of educational enhancement activities, cultural activities, social, and physical activities that promote learning, self-esteem, dream development, goal setting and skill building.

Youth program staff hours are generally 9:00am to 7:00pm with staggered shifts and different programming option for elementary aged children and teens. Additional educational outings/field trips, family engagement activities, and staff trainings may occur outside of programming hours later in the evenings or on Saturdays. We will adjust hours according to need so that working over 40 hours is not necessary.

3. **Family Programs:** Work with Family Coach and Family Advocate to implement activities that promote family health and intergenerational activities (i.e. cooking classes, health and fitness opportunities, literacy events, gardening, outings/field trips). Work with other program staff to help plan, coordinate, and lead family activities. Assist with opportunities for young adults who have aged out of our youth program.

4. **Senior Adults:** Work with our Seniors Coordinator to assist with daily operations of the Four Seasons Program. This includes duties such as coordinating and leading program events, completing attendance logs, participating in program activities, assisting director in program development, interacting with program participants to determine their needs, and contacting absent members.

**Ideal Candidate Will:**

1. Enjoy a variety of opportunities, both working directly with children and families, as well as, participating in administrative tasks
2. Bring skills/experience/creativity to help develop and implement activities to engage children and families
3. Have a desire to learn about community building and work in a culturally diverse, economically challenged neighborhood
4. Work well with a variety of team members and be flexible with scheduling and agency areas of need
Status: Full-time, temporary

Primary Shift: Primarily first shift hours, M- F, between the hours of 8:00am to 7:00pm. Some earlier, later, or weekend hours may be needed for specific duties, training, or activities.

Reports to: Director of Programs
Orientation Plan: First week includes acclimation to Neighborhood House, our programs, staff and community served

Supervision/Mentor Schedule: Weekly supervision meetings with on-site supervisor, as well as, inclusion within staffing meetings specific to different programs

Transportation: Neighborhood House is accessible by public transportation and mileage reimbursement is provided for any work related travel

Suggested Reading List:

“Nickel and Dimed” by Barbara Ehrenreich
“The End of Poverty: How We Can Make It Happen In Our Lifetime” by Jeffrey Sachs
“The Cross and The Switchblade” by David Wilkerson
“Strengths Finder” by Tom Rath
The Search Institute’s Developmental Assets Research for youth and adolescents