2016 Internship Opportunity

Viet-AID

Dorchester, Ma, 2122

Organization Mission - The Vietnamese American Initiative for Development (Viet-AID) was founded in 1994 by community leaders and residents who believed that a community development corporation would provide comprehensive economic development programs and services to alleviate poverty and advance civic participation in the Fields Corner Vietnamese community of Dorchester. Viet-AID’s mission is to build a strong Vietnamese community and a vibrant Fields Corner through the following measures: promoting civic engagement and community building; developing affordable housing and commercial space; providing small business technical assistance and micro-enterprise development; and offering high quality child care services.

Primary Service Area - Low-income housing and youth and family services

Primary Groups of People Served - Individuals of all ages, Communities, Infants and toddlers (0-3), Children (4 - 12), Youth (12 - 21), Adults (18 - older), Families, Men, Women, Immigrants

Website URL and Facebook, or other information links, if available - http://www.vietaid.org, https://www.facebook.com/Vietaid?ref=hl

Title of Internship - Viet-AID Scholarly Program for Youth

Primary Duties of Intern - • Assist with program evaluation for the after school year • Assist with preparing educational activities, games, Asian-American studies enrichment and subject lesson plan for summer programming • Assist in making phone calls to Scholars, Families and Partner Programs as needed • Assist in the classroom with an assigned main teacher to provide program support • Provide one on one tutoring support to Scholars as needed • Assist with afternoon program activities such as clubs and field trips during summer program. • Provide subbing support in case a teacher might be unavailable during the summer.
Seeking Skills and Interests, including: Leadership. Important Work Qualities include - .
Seeking Personal Qualities, include - • Must have a passion for working with youth
• Must be responsible, professional and have the ability to work both independently and as a team.
• Able to take initiative and manage multiple tasks and projects at a time
• Interns are not expected to have knowledge of Vietnamese language or cultures, but are expected to be interested in learning more and will be expected to act in a culturally appropriate manner. Vietnamese, Spanish and Cape Verdean language skills are considered favorably.

Percent of time internship is likely to spend with direct Client Contact - 0.9

Details

Does the Organization require its own Application process?

Orientation for Intern - Yes. Interns will have the opportunity to take part in summer staff training, which lasts for two weeks and includes training on all aspects of the summer program including schedules, duties, field trips, lesson plans, family events, and expectations.

Supervisor/Mentor Schedule - Daily

Physical Work Space - The youth program office is rather small and when the summer program begins, interns will be in classrooms, on field trips, or outside engaging in physical activities and exercises.

Is this Organization Accessible via Public Transportation? Yes, it's convenient. Does this internship require the use of a car? No, there is no driving requirement with this internship. If on the job work requires use of a car, will the agency reimburse? I indicated 'No'. There is no driving requirement.

Personnel Background Security - Yes - Background check only Will your agency coordinate prior to internship? Yes Agency

Is this a new offering in 2016?

May more than one SHECP Intern fill this Position? Yes. Two total. Is this Organization offering other different SHECP Internship Placements?

Recommended Readings for internship preparations? N/A