



## HOPE 4 Youth Intern Position Description

**Job Role:** HOPE 4 Youth Drop-in Center Intern

**Purpose:** The purpose of this role is to assist with HOPE 4 Youth programs.

**Drop-In Center:** 2665 4<sup>th</sup> Avenue North, Suite #40, Anoka, MN 55303

### Key Responsibilities:

- Function as a mentor volunteer to ensure that Outreach/Drop-In Center needs are met (not limited to: cleaning, clerical, mentoring youth)
- Working with and shadowing Youth Coordinators with a variety of clients to gain an understanding of case management.
- Documenting processes in client track, folders, or other necessary places.
- Completing a variety of projects around the drop-in center such as organization or research on resources.
- Attending meetings within the organization and community.

**Reports to:** Drop-In Center Program Coordinator

**Time Commitment:** Must be willing to commit to 8 weeks.

### Qualifications:

- Bachelors level student studying for a degree in human services, youth development, social work, or any other related field.
- Volunteers must have a passion for serving youth experiencing homelessness.
- Volunteers must uphold the HOPE 4 Youth core values: resourceful, accountable, inclusive, hopeful, and compassionate.
- Background check

### Required Training:

- On-site training at each location.
- On-site shadowing with Youth Coordinator
- Attend "A Look Inside Hope"
- YIPA trainings
- Mandated Reporter training

**Who:** Individuals 21+ attending a HOPE 4 Youth approved college and program.

**Dress Code:** Casual, unless otherwise required for meetings.

This description is not intended to be a legally binding contract between us and may be stopped at any time by either party. I acknowledge that I have received and read a copy of the position description for my volunteer role.

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Intern Signature

Date

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Supervisor Signature

Date