



## HOPE 4 Youth Intern Position Description

**Job Role:** HOPE 4 Youth HOPE Place Intern

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

**HOPE Place:** 80 Coon Rapids Blvd, Coon Rapids, MN 55448

### Key Responsibilities:

- Function as a HOPE Place Team member to ensure that resident and facility needs are met (not limited to cleaning, clerical, engaging with residents, front desk coverage)
- Working with and shadowing Program Manager with residents to gain an understanding of case management.
  - Complete case management meetings once per week with the 12 residents at HOPE Place.
  - Meet with Program Manager at least once per week to discuss concerns along with resident progress.
- Documenting processes in client track, folders, or other necessary places.
- Engage with residents by facilitating community activities around resident interest (ex: cooking and/or baking, outside activities, movie night, game night).

**Reports to:** HOPE Place Program Manager

**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
- On-site shadowing with Program Manager
- 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