



## COMMUNITY BASED INTERN DESCRIPTION

### OPPORTUNITIES TO:

- Observe and practice case-management skills
- Increase organizational knowledge
- Improve time management skills
- Build interpersonal skills

### DUTIES AND RESPONSIBILITIES

- Assist program staff with the match relationships: child safety, match relationship development, positive youth development and volunteer satisfaction with case management. Some calls will need to be made after hours.
- Bi lingual interns will be expected to assist with case management for parents who do not speak English.
- Assist program staff with assessing and providing for individual training needs, information and support needs for each match participant to assure a positive youth development experience for child, and successful and satisfying experience for the volunteer.
- Attend and participate in monthly all-staff meetings and bi-monthly Community-Based meetings.
- To ensure quality services and measurable outcomes, assist with maintaining accurate and timely records for each match according to standards to utilize technology to report, synthesize and analyze data.
- Assist in utilizing SOR (Strength of Relationship) and YOS (Youth Outcome Survey) to assess match impact on youth development.
- Assist in Community Based file audits to help ensure excellence in documentation.
- Assist Community-Based team with developing, planning, and supervising group match activities for Community Based matches.
- Learn and utilize Constant Contact to reach parents and volunteers regarding upcoming agency events and activities.
- Assist in monitoring and posting to the Big Brothers Big Sisters Facebook Group.
- Assist program staff in planning fundraisers including the agency's annual Gala.
- Help with promotion of events.
- Research funding and resources.
- Assist in volunteer and child recruitment for the Community-Based Program
- Assist with phone calls and mailings to past donors and attendees.
- Assist in community outreach.
- Assist program staff in facilitating After-School Programs through the Site-Based Program.
- Provide coverage as needed for Community Based Staff for caseload.
- Assist in determining volunteer eligibility by completing references and assisting staff with background checks.

**If Interested, please contact Karen Atkinson (Site Based Program Manager) at [Karen.Atkinson@bbbsmchenry.org](mailto:Karen.Atkinson@bbbsmchenry.org)**