



## Site-Based Intern

### OPPORTUNITIES TO:

- Develop leadership skills
- Improve time management skills
- Build interpersonal and organizational skills
- Observe case-management

### DUTIES AND RESPONSIBILITIES:

- Assist program staff with the match relationships: child safety, match relationship development, positive youth development and volunteer satisfaction through case management which may take place after hours.
- Bilingual interns will be expected to assist with case management for parents that 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.
- Assist with developing, promoting and implementing individual and group match activities to support ongoing volunteer involvement with the child and agency affiliation through individualized recognition, annual events, and reengagement strategies.
- Attend monthly all staff meetings and monthly site coordinator 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 P.O.E. (Program Outcome Evaluation) SOR (Strength of Relationship) and YOS (Youth Outcome Survey) to assess match impact on youth development.
- Assist program staff in planning fundraisers including the agency's annual Gala.
- Help with promotion of events. Assist with phone calls and mailings to past donors and attendees.
- Assist program staff with interviews for matches.
- Assist in recruiting volunteers.
- Assist in community outreach.
- Assist program staff in facilitating After-School Programs.
- Complete weekly supervision.
- Assist in typing up assessments and interviews on clientele for program staff.
- Assist in determining volunteer eligibility.
- Assist in interviewing and assessing volunteers and children.

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