

Position Summary



Intern

Position reports directly to:	Peaceful Paths Staff
Location:	Various Peaceful Paths locations Various community locations
Commitment Requirements:	10 Hours Per Week/semester 2 semesters minimum preferred
Schedule:	Flexible based on program needs

General Requirements

Interns must be a student from an approved academic program and commit to at least 2 semesters unless alternate arrangements are agreed to by the center. Interns must volunteer either onsite or remotely for a minimum of 10 hours per week and meet other program specific responsibilities as assigned. Interns will provide academic documentation to program staff in advance. Every intern should have the ability to understand and adhere to all practices regarding basic confidentiality and safety as described by center staff. Interns will follow general professional guidelines regarding language, dress and demeanor as described in the provided handbook. Interns working with youth in any capacity must have a clear background report which may require valid state ID. Interns must be able to move about the offices and grounds at the various locations as responsibilities require and be able to perform some light to moderate lifting.

Interns providing direct advocacy services are required to attend the approved 24-hour training and complete 6 additional hours of program training to receive state certification.

Principal Job Duties

Interns will complete various tasks as directed by center staff, which fall into two categories:

- Program support (assisting with donations, cleaning/organizing facilities, event support, marketing and social media support, providing childcare activities, community education tabling, etc.)
- Direct advocacy with program participants after appropriate training and certification (completing intakes, answering the help line, support group facilitation, violence prevention education, etc.)

Each program will provide specific training and mentoring in every aspect of services that relate to the volunteer experience. Interns and center staff are partners in implementing the organization's mission in addition to creating an environment that fosters respectful learning and empowering outcomes. It is essential to the proper operation of this relationship that each partner understands and respects the needs and abilities of the other. Interns are entitled to ongoing feedback pertinent to performance as well as the opportunity to meet with appropriate staff as needed or identified. Center staff is responsible for providing guidance and available learning supports throughout the experience.

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Agency Requirements

All interns of Peaceful Paths are expected to demonstrate a commitment to:

- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality

I pledge my commitment to the Peaceful Paths values of Advocacy, Choice, Compassion, Empathy, Empowerment, Honesty, Hope, Mentoring, Peace, and Respect.

I will strive to practice these principles daily in my work in order to create an atmosphere where individuals are heard and responded to appropriately.

I agree to be held accountable for my actions and agree to hold others accountable in order to create a responsible environment.

I recognize that providing and supporting quality program services is the priority and my actions, attitude, and involvement should *positively* impact every participant experience.

By signing below, I agree and understand that I must be able to perform each responsibility set forth as an intern with Peaceful Paths.

Intern Name and Signature

Date

Agency Representative Name and Signature

Date