

Position Summary



Intern

Position reports directly to:	Peaceful Paths Staff
Location:	Various Peaceful Paths locations Various community locations
Commitment Requirements:	8 Hours Per Week/semester (minimum) 2 semesters minimum preferred
Schedule:	Flexible based on program needs

General Requirements

A student from an approved academic program, committing to at least 2 semesters unless alternate arrangements are agreed to by the center. Interns must volunteer onsite for a minimum of 8 hours per week, ideally 2 shifts 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. Physical movement about the offices and grounds at the various locations should be considered to successfully fulfill most responsibilities including the ability to perform light to moderate lifting.

Interns working with youth independently for 10+ hours/week must have a level 2 background clearance with fingerprinting completed. This will be initiated by designated Peaceful Paths if applicable. Other direct service areas will be monitored and supervised by program staff as identified by Directors.

Direct services interns will be expected to complete the 24-hour Core Competency Training and complete 6 hours of program training to complete certification for privileged advocate status.

Principal Job Duties

Interns will complete various tasks as directed by center staff related to the following:

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

General training/shadowing will be provided in every aspect of services that relate to the volunteer experience. Tasks and interests may develop through the course of the internship that allow a particular program to be an area of focus which may require more guidance if this occurs. Program staff will communicate with the intern and other supervising staff to ensure that any shift in focus will benefit all parties.

Position Summary

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.

Agency Requirements

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

- promoting diversity, equity, inclusion and belonging
- professional ethics and standards
- flexibility and teamwork
- protection of confidentiality

