

EVE, Inc.  
Intern/Volunteer Position Description  
**Position Title: Children's Program Intern**  
**Supervised By: Child & Family Advocate**

**Brief Description of the Position:**

Intern works with the Youth Services Coordinator as a part of the Children's Program Team to meet the needs of children utilizing EVE's programs and services. Children's Program services are dependent upon the population of children in shelter, their needs, and their schedules. Interns must be flexible and have the ability to work independently.

**Requirements for the Position:**

- ⌘ Intern must be approved by their advisor and EVE, and committed to at least one semester
- ⌘ Flexible and be able to work independently
- ⌘ Commitment to working as part of the Children's Program Team
- ⌘ Strong organizational, verbal and writing skills
- ⌘ Sensitivity to working with a diverse population and age range of children
- ⌘ Knowledge of domestic violence and/or experience handling crisis situations is helpful
- ⌘ Experience with children

**Duties:**

- ⌘ Create, plan, implement, and facilitate a children's activity group such as movie night, art projects, etc.
- ⌘ Create exit bags of personal belongings and toys for the shelter children, and paperwork as needed
- ⌘ Assist other members of the Children's Program Team with planning and coordination of children's activities, programs and field trips
- ⌘ Assist with mentoring activities including tutoring, providing referrals as needed.
- ⌘ Assist with child care activities – minimum of one night per week
- ⌘ Assist with maintenance of children's play area
- ⌘ Provide education, resources, and referrals for children as needed
- ⌘ Be a positive role model
- ⌘ Transport children to activities and field trips as needed
- ⌘ Assist with office duties to include donations, thank you letters, computer work, file and office maintenance

**Hours/week:**

Minimum of 4hrs per week

At least 1 Semester Commitment

Training hours do not count as part of required time commitment

**Days/Hours Needed:**

Tuesdays and Thursdays 6:45-9 PM

First Saturday of the Month (When Activity is Scheduled)

Other Days as Needed

**Training/Tests Required:**

- ⌘ Children's Program Training
- ⌘ Yearly TB Test
- ⌘ EVE, Inc. Volunteer Training

**For more information about Volunteer Opportunities:**

EVE, Inc.

Attn: Jillian Pastoor

Community Relations Coordinator

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