



Position Title: Child & Family Advocacy Internship
Supervised By: Child & Family Advocate

Brief Description of the Position:

The Child & Family Advocacy Intern works with the Child & Family Services Team to meet the needs of children utilizing EVE's programs and services. Services are dependent upon the ages of the children in shelter, their needs and their schedules.

Requirements for the Position:

- ⌘ Punctuality, flexibility, and ability to work with some degree of independence.
- ⌘ Desire to work with a diverse population of children and youth of various ages.
- ⌘ Knowledge of domestic violence/ and or crisis intervention is helpful.
- ⌘ Experience with children is helpful.
- ⌘ Strong organizational skills.
- ⌘ Strong written and verbal communication skills.
- ⌘ Respect for diversity.

Duties and Responsibilities:

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

Schedule/Commitment:

- ⌘ A minimum commitment of 4 hr per week for at least 1 semester is required for this position.
- ⌘ Childcare is provided Tuesday and Thursday evenings 7-9 pm and as needed.
- ⌘ Activities provided on the first Saturday of the month.

Training/Tests:

- ⌘ Interview with Child & Family Advocate
- ⌘ TB Test
- ⌘ EVE Volunteer Training

For more information about Volunteer Opportunities:

Please contact EVE's Community Relations Coordinator at communityrelations@eveinc.org or 517-372-5976 ext. 11. Please send volunteer and internship applications to: EVE (End Violent Encounters), ATTN: Community Relations Coordinator, P.O. Box 14149 Lansing, MI 48901.