



Carlson Center Undergraduate Community Based Internship

Example Position Description

Congratulations on being selected as part of the inaugural group of 30 host organizations for the Carlson Center's pilot Community Based Internships! We are very excited to partner with and learn from you in the coming months.

To prepare for your applicant interviews, please fill in the information below to the best of your knowledge. Thank you for emailing this document back to us, as well as for providing the document to the applicant before or during the interview. We realize that the tasks may change and evolve as you get to know the skills and learning goals of your selected intern in spring quarter. This will help us all in the meantime to be on the same page. Please feel free to use bullet points!

Internship Title

Youth Programs Intern

Organization Name, Address of Internship Work Site(s), & Website

XXXXXX, Seattle, WA 98104, and

XXXXXXXXXX, SeaTac, WA 98188

www.orgswebsite.org

Supervisor's Contact Information

Ms. XXX XXXXX

XXXXX Seattle, WA 98105

office 206-XXX-XXXX

cell 509-XXX-XXXX

Internship Description

The Intern's primary responsibility will be planning and coordinating a summer day camp for newly-arrived refugee youth. This is the second year we'll be organizing this camp, which is a partnership between the XXXX and XXXXXX, a service learning organization for Jewish teens. The camp will take place July 26-28 and Aug 2-4 for half days. We aim to serve 30 refugee youth from mid-elementary to middle school age. XXXXXX will recruit approximately 30 teen volunteers to help facilitate activities at the camp.

During spring quarter, under the guidance of the Volunteer and Youth Programs Coordinator, the intern will focus on planning the curriculum/activities for the camp; determining the logistics of the camp (location, meals, transportation, staff needs); securing supplies/equipment needed for activities; and solidifying project partnerships. We will use lessons learned from last year's

camp to create a program is more structured and sustainable. The Intern will also help create an initial orientation and six awareness-raising activities for the teen service learners, which will occur in the mornings before camp starts in the afternoon.

Summer quarter will focus on camp implementation. The Intern will be expected to be on site at the camp for all six days overseeing camp activities. Since these two weeks will involve a larger weekly time commitment, the intern's workload can be reduced at other points in the quarter. The Intern may also assist with recruitment and training of additional volunteers to support daily camp activities.

If the Intern has additional capacity or the above activities do not fulfill the minimum time commitment, then the Intern may also support other youth programs.

Work Environment

Many of the activities above can be completed off-site. The Intern will be required to work independently and remotely, with frequent check-ins with the Volunteer and Youth Programs Coordinator. During the two weeks of the camp, the Intern will be required to be on site for all six days (July 26-28 and Aug 2-4).

What do you hope the intern will contribute to your organization?

There are few summer activities available to the refugee families our organization serves in South King County. We created this program to meet an unmet need in the community, as even low-cost summer programs are often out of reach for clients due to economic barriers, cultural barriers or transportation barriers. We aim to provide a safe, supportive and fun environment for refugee youth to learn and play together – and the Intern will be critical to making this happen!

What do you hope the intern will learn from your organization and the communities with whom you work?

This internship is a unique opportunity to gain project coordination experience, as well as some direct service experience working with refugee youth. The Intern will be exposed to the challenges refugees face during resettlement in the US and will have the opportunity to create a supportive and welcoming environment for refugee youth.

Skills and/or Capacities Required

- *Must be culturally sensitive, respectful of diverse backgrounds and willing to work with English language learners; previous cross-cultural communication experience is a definite plus*
- *Previous experience working with youth; comfortable leading activities, managing groups and supervising children*
- *Flexibility and adaptability will be key, as this is a pilot project and is still taking shape*
- *Able to meet deadlines and project goals, while working independently and remotely*
- *Comfortable working with multiple partner organizations and*

- *Strong communication skills; will be required to communicate/collaborate frequently over email and Google drive, occasionally in person or over the phone*
- *Willingness to adhere to volunteer and workplace policies*

Skills and/or Capacities Desired

- *Fluency in a refugee language (such as Somali, Arabic, Swahili, Burmese, or Kinyarwanda) is helpful, but not required*

Preferred Work Hours

Schedule will be flexible, with the exception of the 6 days of the camp. Occasional meetings will be required during office hours (M-F, 9-5).

Light Rail/Bus Notes

Both office locations accessible by public transit.

Driving Notes

*Access to a vehicle during the two weeks of camp will be preferred, but not required.
Paid parking only for Seattle office.*