



## Volunteer Position Description

### FACETS

<b>Location</b>	Education and Community Development property (1 of 4 locations)
<b>Position Title</b>	<b>Community Program Development Intern</b>
<b>Purpose</b>	The position will help with program implementation. The program development intern will complete program analysis, and program reports.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willing to support the mission of FACETS.</li> <li>• 10 - 15 hours a week during after-school hours 3-8 PM.</li> <li>• Help research best practices and design new program models for educational enrichment activities.</li> <li>• Support Program Directors and Case Managers in effectively delivering the highest quality services.</li> <li>• Other related office duties as assigned.</li> </ul>
<b>Time Commitment</b>	10 – 15 hours a week for the duration of a semester (3 – 4 months)
<b>Supervisor</b>	Community Advocate at selected property
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Passion for working with children, especially in an educational and developmental role.</li> <li>• Knowledge in current social services, homeless, and housing issues and methods/approaches to address issues.</li> <li>• Strong oral and written communications skills, including ability to make effective presentations.</li> <li>• Flexibility and ability to frequently change priorities.</li> <li>• Positive and professional attitude and demeanor.</li> <li>• Self-reliant problem solver and team player.</li> <li>• Advanced knowledge of Microsoft Office.</li> </ul>
<b>Training</b>	Will be provided
<b>Appointed by</b>	Volunteer Manager, Community Advocate