



## Volunteer Position Description

### FACETS

<b>Location</b>	Ragan Oaks, 12101 Ragan Oaks Court, Fairfax, Virginia
<b>Position Title</b>	Summer Program Intern, Education & Community Development Program (ECD)
<b>Purpose</b>	Provide oversight and support for youth summer program
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Work alongside Community Development Advocate to provide support for summer program</li> <li>• In the event that the Community Development Advocate must be absent, the Summer Program Intern will serve as the point person for program activities</li> <li>• Assist with planning and coordination of all program components</li> <li>• Assist with managing volunteers and youth participants</li> <li>• Communicate with Community Development Advocate as needed, regarding behavior issues, absences, supplies needed, etc.</li> <li>• Completes all duties associated with Fairfax County Summer Food Service Program, including accepting food deliveries, practicing proper food serving and storage, and completing paperwork.</li> </ul>
<b>Time Commitment</b>	9:30 am- 3:30 pm, Mondays-Thursdays 11:00-1:00 pm, Fridays Monday, June 27- Friday, August 19
<b>Supervisor</b>	Tijani Musa, Community Development Advocate
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience in working directly with youth in a group setting</li> <li>• Experience in education, youth development, behavior management, or other similar field</li> <li>• Experience managing volunteers</li> <li>• Proven leadership experience and task delegation</li> <li>• Ability to commit to full duration of program</li> <li>• Must be able to attend and complete a day-long food safety training in mid-May, provided by Fairfax County (date yet TBD)</li> <li>• Flexible to take on other tasks not included in this description</li> </ul>
<b>Training</b>	Summer Program Interns will receive FACETS volunteer orientation, ECD volunteer orientation, and additional Summer Program training from Community Development Advocate.
<b>Appointed by</b>	Volunteer and Events Manager