



Volunteer Position Description

FACETS

Location	Robinson Square, 4400 St. Edwards Place, Fairfax, Virginia
Position Title	Summer Program Intern, Education & Community Development Program (ECD)
Purpose	Provide oversight and support for youth summer program
Key Responsibilities	<ul style="list-style-type: none"> • Work alongside Community Development Advocate to provide support for summer program • In the event that the Community Development Advocate must be absent, the Summer Program Intern will serve as the point person for program activities • Assist with planning and coordination of all program components • Assist with managing volunteers and youth participants • Communicate with Community Development Advocate as needed, regarding behavior issues, absences, supplies needed, etc. • Completes all duties associated with Fairfax County Summer Food Service Program, including accepting food deliveries, practicing proper food serving and storage, and completing paperwork.
Time Commitment	9:30 am- 3:30 pm, Mondays-Thursdays 11:00-1:00 pm, Fridays Monday, June 27- Friday, August 19
Supervisor	Erin Hansen, Community Development Advocate
Qualifications	<ul style="list-style-type: none"> • Experiencing working directly with youth in a group setting • Experience in education, youth development, behavior management, or other similar field • Experience managing volunteers • Proven leadership experience and task delegation • Ability to commit to full duration of program • Must be able to attend and complete a day-long food safety training in mid-May, provided by Fairfax County (date yet TBD)
Training	Summer Program Interns will receive FACETS volunteer orientation, ECD volunteer orientation, and additional Summer Program training from Community Development Advocate.
Appointed by	Volunteer and Events Manager