



Volunteer Position Description

FACETS

Location	Wedgewood Community Center – 7615 Allman Drive, Annandale VA
Position Title	Summer Lunch Intern, Education & Community Development Program (ECD)
Purpose	Provide oversight and support for youth summer program
Key Responsibilities	<ul style="list-style-type: none"> • Monday, June 27- Friday, August 19 • Willing to support the mission of FACETS. • 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. • Maintains program records, including participation logs and case notes • Attend agency and county training sessions • Completes all duties associated with Fairfax County Summer Food Service Program, including accepting food deliveries, practicing proper food serving and storage, and completing paperwork.
Supervisor	Fabiola Alba & Alaha Ahrar; Community Development Advocates
Qualifications	<ul style="list-style-type: none"> • Experience working with children and adolescents in a group setting • Experience in education, youth development, behavior management, or other similar field • Positive and professional attitude and demeanor. • Self-reliant problem solver and team player. • Experience managing volunteers • Proven leadership experience and task delegation • Ability to commit to full duration of program <p>Must be able to attend and complete a day-long food safety training in mid-May, provided by Fairfax County (date yet TBD)</p> <ul style="list-style-type: none"> • Ability to work with diverse, low-income clients
Training	Summer Program Interns will receive FACETS volunteer orientation, ECD volunteer orientation, and additional Summer Program training from Community Development Advocate.
Appointed by	Community Advocate, Volunteer and Events Manager