

**Children's Services Intern  
Summer Internship in Daly City, San Mateo, or Menlo Park  
LifeMoves**

**Position Title:** Children's Services Coordinator Intern

**Main office location:**

- One position: LifeMoves Family Crossroads, 50 Hillcrest Drive, Daly City, CA 94014
- One position: LifeMoves First Step for Families, 325 Villa Terrace, San Mateo, CA 94401
- One position: LifeMoves Haven Family House, 260 Van Buren Road, Menlo Park, CA 94025
- One position: LifeMoves Opportunity Services Center, 33 Encina Avenue, Palo Alto, CA 94301

**Time Commitment:**

- **10 weeks: June 12<sup>th</sup> – August 18<sup>st</sup>**
  - Full time (40 hours/week)

**Responsibilities Include:**

- Facilitate the daily after-school Homework Club and ACES (Achieving Career and Educational Success) Educational Activities
- Manage evening children's program child care
- Work closely with staff to develop intervention and case plans for children
- Conduct surveys and meet with parents of onsite preschool (if applicable)
- Attend case conference, trainings, and other professional development opportunities

**Position Requirements/Preferred Skills:**

- Bilingual Spanish speaker preferred
- HS Diploma and some college
- Experience working with children
- Strong organizational skills
- Ability to problem solve
- Ability to work in fast-pace environment

**Learning Outcomes:**

- Hands-on engagement with the children's program of one of the largest and most effective non-profit agencies serving homeless populations in the SF Bay Area
- Insight on the needs of low-income children and their families
- Networking opportunities for career development with LifeMoves staff, donors and volunteers, board members, and partner agencies

**Compensation:** Unpaid

**Supervisor:** Children's Services Coordinator