

## **Children's Services Intern Summer Internship in San Mateo and Santa Clara Counties**

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

**Placement Site:** LifeMoves Villa, 184 South 11th Street, San Jose, 95112

**Time Commitment/Hours:**

- 10 weeks: June 10<sup>th</sup> – August 16th
  - Full time (40 hours/week) or Part time (20-25 hours/week)
  - 11:30am-7:30pm at all placement sites, except for Villa will be 8:30am - 4:30pm

**Expectations/Responsibilities:**

- Assist with development, maintenance, and implementation of program evaluation tools for LifeMoves' Achieving Career and Educational Success (ACES) program. This includes ACES Summer Adventure Camp, ACES STEAM-based evening program, and ACES Teen Program.
- Communicate with staff, volunteers, and community partners to implement site-wide children's programs (e.g. family game nights, field trips) and to support specific client needs (e.g. referrals to child care, medical care, educational support, etc.)
- Assist Children's Services Coordinators (CSCs) with volunteer supervision
- Work closely with staff to develop intervention and case plans for children and families
- Identify potential opportunities for organizational or programmatic improvement
- Support day-to-day LifeMoves site operations as needed

**Potential Projects May Include:**

- Plan and facilitate the daily after-school ACES Homework Club and ACES (Achieving Career and Educational Success) STEAM-based evening program
- Summer Camp related responsibilities may include:
  1. Update camper roster
  2. Take counselor and campers attendance
  3. Liaison between CSCs and Program Leads
  4. Plan (as needed) and chaperone field trips
  5. Manage ACES and Summer Camp supplies
- Manage evening child care
- Attend case conference, trainings, and other professional development opportunities
- Create and/or update children's resource guide

**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-paced 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 homeless children and their families
- Networking opportunities for career development with LifeMoves staff, donors and volunteers, board members, and partner agencies

**Compensation:** Unpaid

**Supervisor:** Site-specific Children's Services Coordinator and Director of Education