



## Volunteer Position Description

### FACETS

<b>Location</b>	Barros Circle, 6117 South Barros Court, Centreville, VA 20120
<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/Program Description</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>• Program will run from 12pm-5pm each day</li> <li>• 12-1pm = Lunch</li> <li>• 1-5pm = Planned Programs</li> <li>• At least one day per week we will be taking the kids on field trips</li> <li>• Intern will need to plan and lead programs to fill the 1-5pm “Planned Programs” time</li> <li>• Programs can be tailored to fit the talents/interests of the intern</li> <li>• Intern can ideally arrive 30 minutes before programs start (at 11:30am-12pm) in order to spend time planning/preparing for the day and stay 30 minutes after the program (5-5:30pm) to help clean up and use the extra time to plan/prepare for the next day</li> </ul>
<b>Time Commitment</b>	<b><u>Wednesday, July 6th- Friday, August 19</u></b> 11:30am-5:30pm Mondays-Thursdays 11:30am-1:00 pm, Fridays
<b>Supervisor</b>	Melanie Santiago, Community Development Advocate (CDA)
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Submit a current resume to CDA</li> <li>- Experience working directly with youth in a group setting</li> <li>- Experience in education, youth development, behavior management, or other similar field</li> <li>- Proven leadership experience</li> <li>- Ability to commit to full duration of program (CDA is willing to be flexible if applicant cannot commit to 100% of hours/dates listed above)</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>	Melanie Santiago and D'Ivonne Holman