



Program Internship Position Description

Under supervision of the Volunteer Services Coordinator and/or the Executive Director of Scotty's House, interns will provide assistance and development to the core programs and administrative functions of the agency. This position provides a student with an opportunity to gain hands-on experience in nonprofit operations, with potential opportunities for special projects depending on the intern's skills. Orientation and training is required and provided. Program interns must submit to CPS and criminal background checks. Interns must be able to work at least 12 to 15 hours per week. Interns must submit a working schedule to the Volunteer Services Coordinator prior to the beginning of the internship. Interns *may* be required to work after hours to staff special events or activities. Interns must supply copies of current driver's license and proof of automobile insurance.

Internship Semesters

Scotty's House currently offers internships that coincide with Texas A&M and Blinn College semesters, and are as follows (exact start dates and end dates will be decided according to the intern's schedule):

- Spring Internships (mid-January through the first week of May)
- Summer Internships (mid-May through mid-August)
- Fall Internships (mid-September through mid-December)

Program Internship Duties

Duties will change with each semester and will be discussed during the interview process. All program interns can expect to interact with Scotty's House key stakeholders including child clients and their family members, community partners, donors, board members, fundraising committee members, and staff. Interns will receive their specific tasks and project descriptions during orientation.

Compensation

Internships with Scotty's House are not paid, but offer valuable hands-on experience. This experience allows students to explore areas of interest and decide if this is an area for a potential career. The internship is not designed for simply running errands or completing office work, although these duties are part of the larger, more directed learning experience.

Qualifications

- Detail-oriented, able to follow directions, and take initiative when needed
- Outgoing and friendly personality, professional demeanor
- Strong written and verbal communication skills
- Ability to multi-task and work well under time constraints
- Proficient knowledge of Microsoft Word

Responsibilities

- Assist with and attend special events and meetings
- Assist the Executive Director and Volunteer Services Coordinator with planning and organizing special events and projects
- Provide support for forensic staff and counseling staff as needed (may include welcoming children and their families to the agency and providing supervision for clients)
- General office support including: data entry, filing, etc.
- Provide additional support as needed
- Maintain professional appearance when interacting with the public and partner agencies/dress appropriately for duties assigned
- Submit a signed log of hours and duties completed from the previous month to the Volunteer Services Coordinator no later than the 1st of the current month
- Attend volunteer trainings, continuing educations, and other trainings offered during internship (Family Care training, EVET Conference, etc.)

Additional Information

If you have any questions or concerns, please feel comfortable discussing them with the Volunteer Services Coordinator. Interning with Scotty's House should be a positive, rewarding experience. If there is a problem, let us know as soon as possible so we can work to make sure it's resolved. We appreciate all that you do for our agency. **Thank you!!!** 😊