Internship Announcement

Position Title: Define Youth - Program Assistant Interns (2)

Hours: Approximately 10 hours per week

Reports to: Define Youth - Program Facilitator, Team Fort Collins - Program Director

To Apply: Send resume, cover letter, and reference list to any of the following:

Mail: Team Fort Collins
Attn: Aubrie Hartnell
P.O. Box 1808
Fort Collins, CO 80522

Email: aubrie@teamfortcollins.org

Fax: 970-224-2266 (Attn: Aubrie Hartnell)

Timeline: Materials due by October 2, 2015 at 4:30 PM MST

Job Description:

Team Fort Collins, a non-profit that promotes healthy lifestyles through the prevention of substance abuse, has an opening for two Define Youth - Program Assistant Interns. Team Fort Collins serves all of Larimer County, providing prevention and early intervention education and services to adolescents, teens, young adults and parents. The Program Assistant Interns will assist in facilitating the program called, Define Youth; a mentorship program developed to reach youth on the brink of substance use or before being pulled unhealthy directions. During the program, Define Youth participants identify their strengths and interests and apply them through volunteer activities and a skills application project.

The Program Assistant Interns will help the Program Facilitator with administrative efforts, plan volunteer and post-program options for youth, attend volunteer events with underage youth, and participate in collaborative meetings with participants and relevant parties. This position requires detail orientation, excellent written and verbal skills, relatability with youth, professional and mature demeanor in and outside of the workplace.

Responsibilities:

- Create and maintain participant files from referral to program completion, keeping participant confidentiality of highest priority.

- Communicate with referrals in a timely manner and exercise efficient follow-up when scheduling consultations, collaborative meetings with the participant and relevant parties, volunteer opportunities, and more.
- Enter process data from intake forms, session notes, and program materials.
- Maintain confidentiality of Define Youth participants while managing data and interacting with participants through collaborative meetings and volunteer experiences.
- Attend collaborative meetings between participants, parent(s)/guardian(s), and referring parties.
- Research, plan, and schedule volunteer opportunities based on participant’s strengths and interests, to be identified through interaction with youth and information provided on program materials.
- Attend volunteer opportunities with participants, modelling and reminding youth of how their strengths and interests can be utilized to contribute to their community.
- Research, plan, and provide information to Program Facilitator about potential post-program options for participants, based on their needs, strengths, interests, and availability.
- Attend regular meetings with the Program Facilitator and Team Fort Collins Program Director.
- Complete other duties as assigned by Program Facilitator.

**Knowledge, Skills, and Abilities:**

- Basic knowledge of public health prevention and early intervention strategies.
- Ability to relate with youth and engage with them in a supportive and encouraging manner.
- Broad-based knowledge of counseling techniques.
- Extensive organizational skills and ability to pay attention to detail.
- Able to read email daily and reply to messages in a timely manner based on urgency and importance.
- Required to have valid driver’s license in state of employment and acceptable driving record.

**Minimum Requirements:**

- Within one year of completing Bachelor’s degree in Psychology, Education, Community Health, or other health or prevention-related field.
- History of work-related experience engaging with youth in substance abuse prevention or intervention.
- (Youth) Mental Health First Aid certification (can be attained post-hire).
- Must have ability to be registered as a volunteer at Poudre and Thompson School Districts.
- Required to have a valid driver’s license, acceptable driving record, and access to vehicle.

*A background check will be completed prior to hire.*