EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.

Unpaid position (course credit, unlimited coffee, and fun office culture available!)

Internship: Community Youth & Family Support

Job Description: Community Youth & Family Support Intern will work out of The Matthews House Community Life Centers and will assist the Education and Enrichment Director and Experiential Education Director in coordinating and conducting youth activities and building relationships with community youth, as well as their parents and guardians. The intern will also support the planning and implementation of monthly family events/activities.

Supervised by: Education and Enrichment Director/Experiential Education Director

Qualifications:

● Individuals with excellent interpersonal skills who enjoy talking with youth and families in a non-judgmental environment are the best candidates for this position.
● Having experience with the public is helpful, knowledge of the Larimer County community is desirable.
● An openness and willingness to work with all cultures, backgrounds, and a variety of ages.
● Clear verbal and written communication skills.
● The ability to demonstrate empathy and active listening.
● Consistency.
● Flexibility and openness to changing programmatic needs.
● Good driving record and reliable transportation.

Responsibilities:

● Facilitate a welcoming and exciting environment.
● Data entry of attendance and other information as needed.
● Support youth in prosocial growth.
● Provide ongoing support to youth.
● Maintain communication with parents and guardians for attendance, and provide education when applicable.
● Facilitate planning and implementation of family activities in partnership with others.
● Remain non-judgmental and perform without bias.