

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!)

Summer Internship: Summer Zone

Our summer programming for kids is an extension of our after-school program (Homework Helpers) that happens during the school year. We serve children entering grades 3-9 by providing enrichment opportunities for students during the summer months. The Homework Helpers Coordinators will lead the program with the help of volunteers, interns, and other staff. The goal is to maintain an enriching environment that meets the needs of our clientele and facilitates a healthy and happy learning environment for the children of Fort Collins. The program will run on Tuesday and Thursday afternoons, and Wednesday and Friday mornings.

Key Responsibilities:

- Identify areas of support needed for present activities.
- Act as a point of contact for staff, volunteers, and participants.
- Build relationships with and help supervise students in group and individual activities.
- Help plan and implement enrichment and community-building activities.
- Provide professional and prompt documentation as needed.
- Maintain compliance with The Matthews House CLC protocols.

Qualifications:

- Individuals with excellent interpersonal skills who enjoy talking with people in a non-threatening environment are the best candidates for this position
- Having experience with the general public and knowledge of the Larimer County community is helpful
- An openness to work with a variety of human service agency staff and with people from all walks of life and many cultures
- Clear verbal and written communication skills
- The ability to listen and quickly assess urgency for someone who might be in a crisis is helpful
- Possess dedication, commitment, tact, and enthusiasm for the CLC goals

Location: The Matthews House Community Life Center at Genesis Project.