



THE DENVER FOUNDATION

Heart & Hand Center

Address:

2736 Welton Street, Ste 204
Denver CO 80205

Access/Accommodations Available:

Offices are accessible for persons with disabilities and accommodations will be made for candidates with special needs.

Will intern be expected to use their car for this position?

An intern would not need their own transportation to perform daily duties.

Mission:

By creating a nurturing community, Heart & Hand Center (H&H) empowers all young people to realize their potential. H&H envisions a world with no opportunity gap, where all children have access to the resources, skills, and information they need to build vibrant futures.

General Description of Work:

The H&H intern will work with youth in 3rd to 12th grade during summer programming, developing and implementing activities for participants and assisting with program planning and program evaluation. The H&H intern will gain skills in curriculum-building, child and youth development, workshop facilitation, program evaluation, data entry, administration, non-profit management, and working with a team.

Specific Responsibilities:

The intern will spend 4 days/week at summer programs and 1 day/week in the office.

Responsibilities include:

- Actively supervise a group of children at all times. However, the intern will never be left alone with a group of children.
- Build strong relationships with students and families.
- Facilitate small reading/homework groups.
- Assist daily with set-up and clean-up.
- Participate in daily staff meetings.
- Attend professional development opportunities.
- Assist with program planning and curriculum-building. The intern will have the opportunity to select an area of personal interest – such as nutrition, reading, or math – and develop activities for students within that interest area.
- Perform data entry in relation to program evaluation or fundraising.
- Attend one Board of Directors meeting to present on his/her work and experience.
- Perform administrative tasks as necessary.

Student Qualities/Experiences Desired:

The ideal candidate should: possess a desire to positively impact the lives of youth; have experience working with kids; possess the ability to cultivate relationships with staff, youth, and



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families; be a flexible, solutions-oriented, dependable team player; and have strong organizational skills and the ability to exercise discretion.

Spanish-speaking is a plus. A current First Aid and safety certificate that includes CPR is preferred, but not required. A background check will be required.

Typical Work Schedule:

On office days, the intern will work from 10:00 a.m. to 4:00 p.m. On summer program days, the intern will work from 8:30 a.m. to 3:30 p.m.

Work Outside of Typical Schedule:

There will likely be one fundraising event in early June on a weekend and/or an evening that the intern should attend. The intern will also attend one board meeting in the evening.