

HEART & HAND CENTER

SUMMARY DESCRIPTION

The intern from The Denver Foundation's 2019 Nonprofit Internship Program will work primarily with the Family Program and Physical and Mental Health Program at The Gathering Place (TGP). The intern will help with day-to-day program activities and take a lead role in planning and implementing summer events for both programs. Though primarily working with the Family and Health Programs, the intern will interact with various TGP departments and community partners. By the end of the internship, the intern will have learned about and gained experience with trauma-informed care practices, serving vulnerable and under-served populations, organizing and marketing on-site programs and activities, collaborating with community partners, playing a leadership role to implement events, and becoming an essential part of a team.

RESPONSIBILITIES

The intern will work side by side with staff and volunteers as an essential member of the TGP Resource Advocate team. This involves interacting with members and assisting to manage the milieu for safety using trauma-informed care practices.

In the Family Program, the intern will organize summer learning activities for children. The intern will contact other service providers in the community to coordinate programs and activities on site at TGP, negotiate for no or low cost, procure any necessary materials as in-kind donations, and marketing activities to members to ensure attendance.

In the Health Program, the intern will lead efforts and coordinate details for the annual, on-site health fair in July, including: coordinating participation of medical, mental health, and substance use treatment providers, market the event to members, and manage day of event logistics.

QUALIFICATIONS

- Sensitive and compassionate customer service skills, especially for people with challenging communication styles
- • Excellent written and oral communication skills
- • Detail-oriented
- • Excellent time management skills
- • Spanish fluency preferred, but not required

INTERN TIME (IN CATEGORIES)

- Agency Orientation/Training – 4%
- Family Program Training – 4%
- Health Program Training – 4%
- Family Resource Advocate Duties – 20%
- Family Summer Activities Project – 30%
- Health Fair Project – 38%
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TYPICAL WORK SCHEDULE

The Gathering Place is open Monday through Friday, 8:30 a.m. to 5:00 p.m. The intern is expected to attend certain Tuesday afternoon meetings, but we will be flexible with the intern's schedule.