



## Child & Youth Intern

### Key Information

|                     |                          |
|---------------------|--------------------------|
| Reports To:         | Child and Youth Director |
| Location:           | Maple Valley, WA         |
| Supervises:         | None                     |
| Base Pay:           | \$20   Hour              |
| Job Classification: | FT, Non-Exempt           |

### About Vine Maple Place (VMP)

VMP, established in 2000 as a 501c3 nonprofit working with single parents and their children to break the generational cycle of homelessness. Serving families who are homeless or facing eviction, our commitment is to end homelessness in South King County. Over the past 12 years, our signature Stable Families program has grown, serving from 68 parents and children to nearly 4,500 individuals annually. Our programs focus on preventing homelessness or assisting families off the streets to become safe, stable, and equipped with new skills to permanently leave homelessness. Families achieve great success, becoming safe, stable, and self-sufficient; 95% are stably housed upon exiting the program, with 91% maintaining their housing a year later. Our evidence-based, client-centered services are delivered at two Family Hope Centers. As a community and faith-based organization, we rely on the thousands of volunteer hours and donations that make our work possible. Due to the homelessness crisis in King County, VMP is expanding to serve more families in need.

### Job Summary

The Child and Youth Internship Program is intended for individuals looking to start their career in social services. Interns work with the Child and Youth Team as it implements programs designed for children, youth and parents who are homeless or facing homelessness, and have experienced trauma and adversity. Interns work directly with children and youth, ages 0-18. We provide robust training in Trauma Informed Care, Social and Emotional Learning, Conscious Discipline and Motivational Interviewing that interns can utilize when working directly with clients. Interns receive supervision and mentorship from senior leadership, and this program includes a ministry component specific to recognizing their life's calling.

### Responsibilities

- Support and assist with the daily operations in the Child and Youth program, working with children and youth teaching self-regulation techniques and coping skills to recover from adverse childhood experiences.
- Help plan and lead seasonal activities, field trips and monthly mentor activities.
- Track client data, communications and attendances electronically and maintain high standards of confidentiality.
- Attend weekly staff meetings, trainings on trauma-informed care and stewardship, motivational interviewing and conscious discipline, to apply these skills in daily work with families.

- Set annual, measurable goals at the start of the Internship Program, to be achieved by the completion of the program.
- Attend community agency meetings with staff, preparing notes and determining new collaborative relationships to benefit families at VMP.
- Attend Mentor and Advisor meetings to evaluate ministry calling and career path goals.
- Act as a mandated reporter on all incidents of abuse, neglect and safety.

## **Qualifications**

### *Minimum Qualifications*

- Have a personal relationship with Jesus Christ and agree to the VMP Statement of Faith.
- Be passionate about helping families overcome the trauma of homelessness.
- Embrace diversity and work effectively with a diverse team of professionals; sensitivity to the needs of clients, staff and volunteers from diverse cultural and economic backgrounds.
- Ability to read, write, speak and understand English fluently.
- Willing to work evening and occasional weekend hours.
- Ability to handle confidential and sensitive information.
- Currently pursuing a degree in social services, early childhood education or related field.
- Ability to work with or learn Microsoft Office (Word, Excel, Outlook) and general computer skills.
- Awareness of issues and complexity in social services work, requiring cultural competency.

### *Preferred Qualifications*

- Experience working with diverse, low income, homeless and/or vulnerable adults and children.
- Experience facilitating child and youth programs.

## **Required Credentials**

- Must pass and maintain an acceptable background check.

## **Further Compensation Details**

- 401(k), with matching
- Medical, dental & vision benefits (FT 30+ hour employees)
- Up to 7 paid holidays
- Vacation accrued per hours worked, up to 10 days per year
- Protected Sick Leave accrued for a maximum of 64 hours per year

The above is intended to describe the general content of, and the requirements for, satisfactory performance in this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements of this position. Other duties may be assigned.

**Send all Inquiries, Resumes and Cover Letters to: [info@vinemapleplace.org](mailto:info@vinemapleplace.org)**