

## Summer- Youth Education Intern

### **Commitment:**

- 8-12 hours/week; days and times can be flexible but must be consistent
- **Must be able to commit to a minimum of eight weeks between June-August**

### **Responsibilities may include:**

- Prepare school registration paperwork and support initial school registration process
- Supply schools with any missing paperwork (i.e. immunizations)
- Assist families with attending appointments (doctor, dentist, etc.)
- Provide general administrative support including maintaining client files and data entry
- Support other youth programs as needed such as teen and elementary school students' summer day camp and summer school readiness program

### **Requirements:**

- Experience working with youth preferred.
- Reliable and flexible
- Organized with attention to detail
- Able to work independently
- Strong desire to help people and enthusiasm for working in a multi-cultural setting

We are continually monitoring COVID cases in our area, and precautions will be taken as necessary to keep staff, interns, and participants safe. Proof of COVID vaccination required.

To apply, send resume and cover letter to Youth Program Manager, Melissa Janisch, [mjanisch@refugeeone.org](mailto:mjanisch@refugeeone.org)