



Family Service Agency

Strengthening Individuals & Families

Community Action Program / Youth Mentoring Intern

Reports To: Director of Community Programming & Outreach

Primary Work Location: 1325 Sycamore Road, DeKalb, IL 60115

Length of Internship: Minimum two semesters preferred, one semester required

Compensation: Unpaid

Hours: Dependent on University's Requirements

Duties & Responsibilities:

- Inputting client data into filing system and STARS
- Assist Youth Mentoring Coordinator with match support
- Prepare client rooms for CAP client meetings
- Assist CAP staff with client meetings
- Assist CAP staff with general duties
- Assist with fundraiser/event planning
- Engage with all five programs
- Maintain confidentiality
- General clerical work
- Attending community events
- Attend monthly meetings

Requirements:

- Must be willing to undergo a DCFS Background Check
- Must be enrolled in a bachelor's or master's program

Must be able to comply with HIPPA regulations