

**LINCOLN HOUSING AUTHORITY
INTERNSHIP PROGRAM**

FAMILY RESOURCE CENTER INTERN

- I. Purpose of Position
Responsible for assisting in the provision of after-school youth programs and activities through the Arnold Community Learning Center and family-centered social, recreational and educational services to the community through the Family Resource Center.
- II. Essential Job Functions**
1. Assist with after-school snack and clubs at Arnold Elementary.
 2. Assist with family support programs and special events through the Family Resource Center.
 3. Assist with summer programs at Arnold and the Family Resource Center, including Expanding Horizons classes, summer lunch program, and special events.
 4. Assist with volunteer recruitment and coordination of volunteers for special events.
 5. Assist with planning and advisory group meetings as needed, including the SNAC group and the FRC Advisory Committee.
 6. Perform other related duties as required.
- III. Required Knowledge, Ability and Skills**
1. Knowledge of and ability to work with elementary-aged youth in after-school programs and clubs.
 2. Knowledge of and ability to work with a variety of human service programs and providers.
 3. Ability to work with and build rapport with a variety of people, including staff, community residents, and youth.
 4. Ability to be flexible in scheduling activities and motivated to take on a variety of challenging tasks.
 5. Ability to communicate effectively both orally and in writing.
 6. Ability to effectively communicate and work with a culturally diverse population.
 7. Ability to comprehend and follow both oral and written instructions.
- IV. Necessary Special Qualifications**
1. Major course work in a social science or human service area.
 2. Must possess a valid drivers license.
 3. Minimum of a 2.75 GPA
- V. Physical Demands**
1. Work duties require the ability to perform activities indoors and outdoors depending on the nature of the activity or program scheduled.