

New Practicum opportunity

Job Description – Drop-in Resource Center Intern

1. Contact:

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2. Job Description:

Assist in maintaining and managing a safe and supportive atmosphere at the Sexual and Gender Minority Youth Resource Center (SMYRC) during drop in hours (Wednesday, Friday, and Saturday from 4-9 p.m.). This can include but is not limited to: completing direct service requirements with clients, maintenance of the physical space, ensuring all SMYRC rules are followed, facilitating support and recreational groups, and responding to crisis.

3. Required qualifications:

- A) Adhere to all boundary guidelines as laid out in training.
- B) Possess a passion for supporting and celebrating the lives of LGBTQ youth.
- C) Knowledge of, and ability to implement, anti-oppression frameworks and methods.
- D) Comfort with youth and youth culture; ability to be non-judgmental and open.

4. Essential Responsibilities:

- A) With staff, ensure all SMYRC rules are followed by everyone in the space.
- B) Communicate all concerns and crisis situations to the staff on shift.
- C) Facilitate a safe, supportive, empowering and functioning resource center during your shift by engaging youth, facilitating activities, and ensuring conflict/crises are anticipated or appropriately handled.
- D) Actively listen to and support youth. This can include one on one time listening to a youth, engaging youth in activities, participating in steering committee, assisting youth with projects, and assisting youth in planning for community, school or personal events.
- E) Recruit and coordinate youth to participate in youth groups, drop in activities and on site events such as open mic, etc.
- F) Assist in managing and maintaining the resource center space itself, which can include general clean up duties, tending to basic maintenance issues that may arise, etc.
- G) Attend all required meetings and trainings.
- H) Maintain a strict code of boundaries and ethics with the clients.
- I) Assist Resource Center coordinator and Office manager with office work as needed.

5. Preferred Qualifications:

- A) Knowledge, experience and ability to work effectively with LGBTQQIP and diverse communities.
- B) Effective multi tasking & communication skills, ability to work independently, high stamina, motivation and patience.
- C) Comfort with a system of consistent feedback and communication between adults & youth in the drop in space.
- D) Mediation and facilitation skills a huge plus.

6. Benefits:

- A) Gain practical experience working with a diverse youth population in a drop in setting.
- B) Access to ongoing training around a variety of topics and issues.
- C) Awesome stories.
- D) Become an active part of creating a healthier, happier LGBTQ community.

7. Duration/Commitment:

- A) Complete all required training.
- B) **10-15 hours/week for at least two full terms.**
- C) Attend supplemental trainings and discussions as needed.