

FAMILIES FORWARD

Internships

Does Families Forward offer an internship program?

- Yes, we offer unpaid internships to students and will accommodate your university's internship requirements.
- Internships are offered through specific departments (Programs, Operations, Fund Development, and Accounting).
- Interns will also have opportunities to experience the breadth of our organization (ex: working in our food pantry and front desk).
- For questions regarding internships please email volunteer@families-forward.org.

Current Internship Opportunities

1. On-Site After-School Program Volunteer/Intern (Description on Page 2)

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On-Site After-School Program Volunteer/Intern:

Under the supervision of the On-Site Community Services Coordinator, the After-School Program Volunteer will support Families Forward staff in facilitating an After-School program for elementary-age students, focusing on community and confidence building through homework help, tutoring, social and emotional learning and educational activities.

Qualifications

- 18+ years old
- Must be able to pass FBI background check
- Previous youth & education experience a plus

Location

- Irvine, CA
- Orange, CA

Time Commitment

- Minimum of 3 months, opportunity is renewable.
- 1-3 days per week (M-Th)
- Two hours (3:00 p.m.-5:00 p.m. *OR* 4:00p.m. – 6:00 p.m.)

Reports to:

- Volunteer & Community Engagement Manager; On-Site Coordinator

Essential Volunteer Responsibilities:

- Uphold the mission, vision and core values of Families Forward.
- In coordination with the On-Site Coordinator, serve as an active member of the after-school program team, which includes developing and maintaining a safe, orderly, fun and supportive learning environment.
- With the guidance and assistance from the On-Site Coordinator, implement and participate in developmentally appropriate curriculum for individuals and groups of children including homework help and enrichment and recreational activities.
- Direct students into safe and appropriate activities and in developing beneficial social behavior using positive reinforcement strategies and techniques.
- Actively participate in program development workshops and trainings designed to contribute to program success.
- Manage classroom operations, including completing attendance reports or other reporting as required.
- Communicate program, supply, or student concerns to the On-Site Coordinator promptly.
- Develop professional and positive relationships with the children, parents, staff, and on-site third parties through consistent, culturally competent, and professional communication.
- Assist in administering a daily nutritional snack.
- Ensure all program space is orderly and clean at the end of each session.
- Administer first aid, if necessary, and seek assistance for serious illness/injury.
- Arrive on time for scheduled volunteer shifts and perform assigned duties for the entire shift.
- Perform other related duties as requested.

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Requirements:

- Ability to pass LiveScan (FBI) Background Check (paid for by Families Forward).
- Current CPR/First Aid Certification (if necessary, certification will be scheduled and paid for by Families Forward)
- Willingness to Complete Required Safety and Compliance Trainings.

Physical Demands/Work Environment:

- Ability to lift 35 pounds.
- Ability to travel to and from Families Forward Affordable Housing sites within Orange County where programs are operated on-site.

NEXT STEPS

If you would like to apply for this opportunity, please fill out and submit our 'Volunteer Interest Form' and send your Resume volunteer@families-forward.org. We will then review and reach out to you to provide the next steps, which may include a phone screening and interview.

If you have any additional questions, please reach out to volunteer@families-forward.org.