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**Position title:** Youth Program Support Intern

**Total Hours:** *Internship:* 5-10 hours per week (minimum commitment of two quarters)

**Reports to:** Youth Program Coordinator and/or AmeriCorps Youth Program Assistant

**About the WDRC**

The Whatcom Dispute Resolution Center (WDRC) is a local 501c3 nonprofit organization serving the people of Whatcom County since 1992. Our vision is for Whatcom County to be a community in which people deal with conflict in creative and healthy ways.

This position is a part-time unpaid position that supports the organization’s Youth Program. All tasks will be supervised by the Youth Program Coordinator or the AmeriCorps Youth Program Assistant.

**Description of this position:**

The Youth Program Support Intern consistently provides organizational and administrative support within the Youth Program. Depending on the individual’s skills and interests, tasks may include: data entry and organization, event planning, outreach, editing, and grant writing. An ideal candidate would be organized, task and detail oriented, and creative. Applicants with previous database entry and maintanance and/or grantwriting skills preferred.

Interns or volunteers who have demonstrated a commitment to the Center, and who have prior experience working with youth may also support the Youth Program by assisting with the facilitation of workshops or presentations. The workshops provide at-risk and disadvantaged youth with the tools to peacefully address conflict in their lives by building their self-awareness, anger management, and communication skills as well as helping them to explore multiple solutions to conflict situations. The ideal candidate to take on the additional role of facilitation assistant will have experience in the following areas: leading activities for children, youth, and/or families; leading discussion in small or large groups; planning programs or events; and public speaking. This position is ideal for a candidate interested in a career in non-profit management or fundraising.

**Responsibilities:**

* Provide direct support to Youth Program Coordinator and AmeriCorps Youth Program Assistant as needed
* Prepare materials, documents, memos, or letters as needed by Youth Program Coordinator and AmeriCorps Youth Program Assistant
* Maintain professional appearance and interactions with staff and clients.
* Maintain Youth Program files and data/statistics
* Assist staff in facility maintenance, supply organization and general office tasks as needed.
* As needed: Plan and prepare workshops with staff and volunteers
* As needed: Assist in presenting or leading parts of Youth Program curriculum including activities, workshops and discussions

**Qualifications:**

* Ability to learn about WDRC programs & events.
* Experience working with people of diverse ages, skills, ethnicities & belief systems.
* Ability to maintain neutrality
* Proficiency with Microsoft Windows, solid keyboard skills and Microsoft Office (esp. Word and Excel)
* Positive customer service skills.
* Good organizational skills and attention to detail.
* Ability to work both as part of a team and independently.
* Ability to be flexible and willingness to “roll up your sleeves” where needed.
* Ability to make and maintain regular volunteer hours and schedule.
* Experience with conflict resolution or interpersonal communication preferred

**REQUIRED Skills & Experience**

* Willingness to learn new computer skills and troubleshoot as needed
* Excellent communication, organization, and creative problem solving skills