

## Youth Program Intern

- Location:** Chicago, IL
- Start Date:** September 2019
- Length of Opportunity:** 15 weeks
- Hours per Week:** 10-20
- Number of Positions Open:** 1-2
- Name & Title of Supervisor:** Daniel Kelsey, Youth Services Program Manager
- Organizational Background:** World Relief Chicago is a refugee social services agency in the Albany Park neighborhood of Chicago. World Relief Chicago supports refugee and asylee families through employment, case management, adult ESL, health and wellness, legal, and youth services programs. The Youth Services Program provides year-round programming (including after school and summer learning programs) working directly with refugee children and adolescents, their parents, and their schools and educators.
- Duties:**
- Facilitate weekly after-school program
  - Assist with transportation to and from after-school program
  - Conduct home visits to refugee families
  - Assist with/facilitate school enrollments
  - Schedule and accompany families to necessary medical appointments
  - Help recruit and coordinate tutors for after-school program
  - Assist with matching volunteers as in-home tutors
  - Assist with providing volunteer follow up and resource sharing
  - Provide school support for refugee students
  - Encourage and empower refugee parents to engage in the education of their children
  - Write case notes
  - Other duties as assigned by Youth Services Program Manager

**Knowledge, Skills, & Abilities:**

- Ability to work well with people of other cultural backgrounds
- Must demonstrate energy and flexibility
- Ability to handle chaos and work well under pressure
- Ability to start and work on projects independently and follow through to completion
- Competent in the use of Microsoft Office
- Support of World Relief's mission, vision and values and statement of faith
- Ability to communicate clearly, both orally and in writing
- Flexible and motivated team player

**Experience Required:**

- Proven experience and ability to relate well to children and adolescents
- Experience working with youth or adults from other cultures domestically or overseas a plus

**Physical Demands:**

- Ability to lift 25 pounds

**Work Environment:**

- Office located in Chicago, IL
- Various modes of public transportation available
- Workspace may be shared with existing staff

To apply for this position, please send a resume, cover letter and 3 references to Daniel Kelsey, Youth Services Program Manager, at [dkelsey@wr.org](mailto:dkelsey@wr.org). For any further questions or additional information, please contact Daniel at 773-681-8563.