



Position Title	GetREAL24 Base Camp Activities Coordinator Intern
Organization	Fort Smith Children's Emergency Shelter
Department	GetREAL24 Program
Address	1421 South Dallas Street, Fort Smith, AR 72901
Supervisor Name	Sara Van Haele
Supervisor Contact	Sara@fscs.org / (816) 304-2378

TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
 - a. State criminal, FBI background check, child maltreatment, and driver's check.
- B. ELIGIBILITY**
 - a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2022.
 - b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way.
 - c. The student must be over the age of 18, have a valid driver's license with no driving infractions, and abide by the organization's confidentiality agreement
- C. WORK SCHEDULE & CONDITIONS**
 - a. This is a temporary full time (35 hours per week) position and times are flexible.
 - b. This position is not eligible for sick, vacation, and holiday leave during employment.
 - c. The position will take place on the Children's Shelter campus, particularly at the GetREAL24 (GR24) independent living facility. There are no special requirements. The internship will include transporting youth in foster care who live at GR24. Hours are flexible depending on the intern's schedule.
- D. SALARY & BENEFITS**
 - a. SALARY. The individual shall receive a \$4,200 salary distributed during normal pay cycles for the duration of employment.
 - b. PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and two professional development opportunities.
 - c. The intern will be trained in communication procedures as pertains to business development and donor cultivation, case management, event planning and coordination, and CPI/trauma-informed therapy. This training, encompassed with hands-on learning, will give the intern a variety of skills that will benefit them in the workforce.
- E. EVALUATIONS**
 - a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

RESPONSIBILITIES



A. POSITION PURPOSE

- a. The GetREAL24 Camp Activities Coordinator Intern will support the mission of BaseCamp is to enrich the lives of foster youth transitioning to adulthood by developing life skills, professional training, personal growth, and encouraging healthy social relationships.
- b. The community impact will be met as the youth in foster care learn to become independent, breaking the cycle of dysfunction, and becoming contributors to the community. These outcomes can only be met when the program provides the following to each individual youth: give youth an understanding of skills they need to be proficient at living independently; introduce youth to career opportunities and assess their needs in order to attain these professions; introduce peers, mentors, or individuals to the youth who could begin to create a social safety net; educate youth on social and governmental programs available to them once they become adults; encourage organizational collaboration within the Western Arkansas communities.

B. DUTIES

- a. Engaging and building relationships with campers
- b. Manage all transportation needs for the camp participants.
- c. Create and facilitate camp activities and life skills opportunities.
- d. Recruit participation from youth in foster care, volunteers, and the Department of Human Services.
- e. Create surveys and exit reports for all participants, volunteers, and GR24 staff members.
- f. Present a report on the successes and failures of the camp.
- g. Suggest changes and modifications for short term and long-term goals.
- h. Student's time will be spent working with the Outreach Coach and Program Coordinator on creating a 4-week camp for youth in foster care, ages 14-22. Students will create, present, and execute the camp which will include life skills classes, team building activities, job shadowing opportunities, and social activities. Students will recruit participants from a 7-county area, facilitate their transportation to and or from the camp, and act as the camp director. Students will train volunteers on their roles.

C. COMMUNITY IMPACT

- a. The student's project will directly impact the foster youth community by teaching them life skills and giving them the opportunity to build a social safety net of support. Ideally, all residents of GR24 and participates in BaseCamp will become successful contributing members of the community instead of individuals that live off of society.

QUALIFICATIONS

- A. The intern will need to have strong social and leadership skills, be proficient in social media and Microsoft Office products and be able to work well with a diverse age group of youth who are in foster care due to neglect and abuse, as well as adult volunteers. It is preferred that the intern has experience in team-building and self-esteem promotional type activities.



LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

- a. The intern will have a working knowledge and understanding of how a non-profit is managed, how to put a team together from a group of volunteers, how to prioritize tasks and manage others, how to execute a project and engage in the community
- b. Developing a deeper knowledge of the child welfare system as well as the services and supports available to foster youth in our area.
- c. Develop knowledge of what kind of support the River Valley Area offers to our most underserved populations.
- d. Develop a deeper understanding of effective community development. The objective of Base Camp is to look at the specific needs of the population and create a program tailored to those needs.

B. SKILL DEVELOPMENT

- Project management, leadership skills, communication skills, and recruitment skills

C. PERSONAL GROWTH AND DEVELOPMENT

- The opportunity will help build the intern’s self-esteem as well as compassion for the underserved.

SIGNATURE (this will be signed at the point of employment with the student)

Employee Name	Supervisor Name
Employee Signature	Supervisor Signature
Signature Date	Signature Date