

**Position Title:** Middle School Program Intern

**Reports to:** Middle School Lead Case Manager

**Status:** Internship

**Length of Internship:** One-year commitment preferred; or six months (Jan-June; July-Dec)

**Brief Description of the Middle School Program:**

The Middle School Program is a prevention/early intervention program that consists of both law related education and case management. The law component is an 8-12 week legal education course with experiential elements that inspire youth to change their behavior and builds their skills and confidence to help make change possible. The case management component is a six month diversion program providing individualized support through a strength based approach geared toward helping youth avoid school push out and equipping them with the necessary community support to prevent them from getting involved in the Juvenile Justice System.

**Program Components:**

Intensive individualized youth advocacy (4 hours/month—includes 2 in-person contacts)

- 1-on-1 case management
- Advocacy with probation, courts and lawyers
- School advocacy and educational support services to help youth get and stay on track with credit completion and avoid suspension or expulsion

8-12 week interactive CBT-based legal education curriculum, including weekly sessions and key experiential components that provides:

- Knowledge on legal and social consequences of juvenile crimes
- Safety (physical/emotional) among adults and mixture of youth that allows for trying new behaviors and identities
- Community for youth that supports positive actions and choices
- Empathy for juvenile justice system and its stakeholders
- Cognitive Dissonance that creates discord between present realities and future potential
- Self-Efficacy that allows youth to see they have the potential that can be used in a positive way

**Middle School Program Intern – Position Summary**

The Middle School Program (MS) Intern will provide organizational and administrative support to the MS program, including administrative support to the MS Lead Case Manager and MS Case Manager. S/he must function efficiently and effectively in a fast-paced professional environment and have the proven ability to complete multiple tasks and projects with diverse priorities and deadlines. This individual must be able to organize and maintain administrative processes as directed and guided by the MS Case Managers.

The ideal candidate will be dynamic, high-energy, and organized, and must possess strong written and verbal communication skills. S/he must consistently exhibit a high level of professionalism with all FLY staff, clients, stakeholders and visitors. The MS Program Intern will uphold FLY’s core values and be internally motivated by FLY’s mission.

**Primary Responsibilities\*:**

- **Provide Organizational and Administrative Support to the Middle School Program**
  - Create packets and case files for the Leadership Training Program



- Manage storage to ensure its maintained organization
- Enter data into ETO as necessary
- Assist the MS Case Managers in any additional paperwork and administrative needs.
- **Provide Organizational and Administrative Support to the Law Component**
  - Create packets and binders for the law component
  - Assist the MS Program in any additional paperwork and administrative needs
- **Facilitate Law Education Classes**
  - Participate in Law Program Facilitator Training at start of internship semester
  - Support the Law Program team in facilitating classes
- **Maintain Overall Office Appearance and Cleanliness**
  - Keep the Middle School area looking clean, presentable and professional at all times
  - Organize and clean the Middle School section of the storage room

*\*May include other duties as needed and assigned*

### **Organizational Duties:**

- **Uplift FLY Morale**
  - Maintain a fun, positive and hardworking ethic while interfacing any FLY staff, volunteers, stakeholders and/or clients
  - Assist the MS Program in any additional paperwork and administrative needs Adhere to all FLY policies and procedures
  - Maintain personal balance and be receptive to perceptions of imbalance; voice concern if assistance is needed
  - Seek out and participate in personal and professional development opportunities
  - Adhere to, uphold, and incorporate FLY's values into all relations with youth, staff, and community stakeholders/volunteers:
    - Caring
    - Change Agents
    - Diversity/Creativity
    - Respect
    - Commitment (Non-Judgmental & Unconditional Love)
    - Responsibility/Accountability
    - Professionalism

### **Qualification and Competency Requirements**

*Positional Competencies – required for our Law Program Intern*

- *Must be at least 21 years old and available 1-2 days per week, at least 4 hours per day (plus teaching, trainings and events separate from those 8 hours)*
- *Must have reliable transportation, drivers insurance and ideally live in or near Santa Clara County area*
- *Strong Written and Verbal Communicator*
- *Relationship-builder with staff, youth and volunteers*
- *Computer Proficient*
- *Ability to follow directions, implement projects and offer creative solutions*
- *Planning, Organizing & Stewardship of Resources*
- *Bilingual is highly desired*



Fresh Lifelines for Youth

***The Middle School Program Intern is an unpaid internship with professional development and youth program involvement opportunities. Interested applicants please submit a Cover Letter expressing your interest and fit for this position and Resume to [internships@flyprogram.org](mailto:internships@flyprogram.org). Please specify the title of the Intern position for which you are applying within your email's subject line.***