



Fresh Lifelines for Youth

Position Title: Leadership, Middle School, and NSU Programs Intern

Reports to: Leadership & Middle School Programs Coordinator

Location: Santa Clara County

Status: Internship, Unpaid

Length of Commitment: August/September 2022 - May 2023

Job Responsibilities

CAFA Mentor Program Responsibilities

- Carry out administrative responsibilities such as ensuring proper document filing, merchandise management, and storage areas are clean and picked up.
- Data entry tasks such as logging hours and documenting Case Manager assessments.
- Track and handle confidential documents, which includes: referral history, volunteer paperwork, background checks, mentor applications, and more.
- Assist in event planning for our youth and CAFA mentors by ordering food, helping manage the venue, sending flyers, emailing mentors and staff, and distributing the event agenda.
- Help these events run smoothly by passing out merchandise, taking attendance, picking up food, and more.

Leadership Training Program Responsibilities

- File and document paperwork in proper places.
- Assist with the setup of the LTP retreat which includes: setting up rides, securing venues, inventory checks, ordering food, and checking in with the youth prior to the event.
- Help ensure success of the retreats by picking up food, giving rides, setting up, and cleaning.

Middle School Program Responsibilities

- Entering data to track progress of the students in the MS program.
- Help keep the law-related education courses.
- Occasionally facilitate from time to time.
- Help facilitate and execute events.
- Audit the MS Program's files to ensure accurate record-keeping.

NSU Responsibilities

- Support on workshops: Food, rides, set up and clean up, facilitate, class room management
- Data Collections: Archiving: receipts, attendance, flyers, waivers
- Recruitment and Admin



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Overview of Each Program

CAFA Mentor Program

FLY has trained and matched adult volunteer mentors with youth on probation for nearly two decades. The mentors meet weekly with the youth to support them in developing new attitudes, behaviors, and ambitions. Each mentor/mentee match has a FLY case manager for support and also attends monthly group activities organized by FLY. Recently, in partnership with the Probation department and the courts, FLY added a court advocacy component to address the fact that youth of color were failing a specific type of probation at significantly higher rates than white youth. FLY's CAFA (Court Appointed Friend and Advocate) Mentor Program helped achieve a dramatic turnaround in the failure rates. Because of this success, all mentors are now granted legal standing to act as advocates for their mentees in the courtroom and at schools, and the program has also expanded to Alameda County.

Leadership Training Program

The Leadership Training Program targets youth who are at moderate to high risk for justice system involvement and supports them in building the skills and attitudes they need to live a crime-free, self-sufficient life. The program has traditionally kicked off with a three-day wilderness retreat that enables youth to break away from negative influences and stresses in order to begin bonding with FLY staff and peers and developing trust and teamwork skills. (During the pandemic, virtual or socially distanced activities have replaced the retreats.)

Following the retreat, youth meet monthly to support each other in group settings and to design projects in which they advocate for positive change and give back to their communities. Each leadership youth receives intensive coaching from a FLY case manager to identify and address their greatest barriers to living a healthy, productive life.

Middle School Program

FLY's Middle School Program is a combination of law-related education (LRE) and case management (1-on-1 support) for young people ages 12-14.

The program focuses on intervening early in the school-to-prison pipeline, which disproportionately impacts youth who experience various forms of exclusion and marginalization, such as poverty and racism. Youth facing these and other risks are more likely to become disconnected from school and become involved in the juvenile justice system.

The Middle School Program contributes to a positive school climate that recognizes the need for trauma-informed approaches.

Qualification and Competency Requirements

Positional Competencies – required for our Law Program Intern



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- *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.*