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 2020.
   b. Submit written enrollment verification from their college or university confirming the student’s enrollment status to United Way.
   c. 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 $3,200 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 three 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. These training’s, encompassed with the hands-on learning, will give the intern a variety of skills that will benefit them in the workforce.
   d. None

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 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 of 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 for 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. Manage all transportation needs for the camp participants.

b. Create and facilitate camp activities and life skills opportunities.

c. Recruit participation from youth in foster care, volunteers, and the Department of Human Services.

d. Create surveys and exit reports for all participants, volunteers, and GR24 staff members.

e. Present a report on the successes and failures of the camp.

f. Suggest changes and modifications for short term and long-term goals.

g. Students time will be spent working with the GetREAL24 program coordinator on creating a 4-week camp for youth in foster care, ages 14-22. Student will create, present, and execute the camp which will include life skills classes, team building activities, job shadowing opportunities, and social activities. Student will recruit participants from a 7-county area, facilitate their transportation to/from the camp, and act as the camp director. Student 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. 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 teambuilding and self-esteem promotional type activities.

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT
   a. 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. SKILL DEVELOPMENT
   a. Project management, leadership skills, communication skills, and recruitment skills

C. PERSONAL GROWTH AND DEVELOPMENT
   a. The opportunity will help build the interns self-esteem as well as compassion for the underserved

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

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