

NEEDHAM YOUTH & FAMILY SERVICES

1471 Highland Avenue - Town Hall
Needham, MA 02492
Phone: 781-455-7500 Fax: 781-449-4569
Needhamyouth@needhamma.gov
www.needhamma.gov/youth

Undergraduate Student Summer Internship

Mid June through Early August
15 – 20 hours per week (flexible schedule)

Needham Youth & Family Services is offering a dynamic summer internship for a college student interested in the field of human services. This internship is specifically designed to be a unique learning experience, challenging, and fun. While this is an unpaid position, this internship is one which affords the selected candidate an opportunity for responsibility, a chance to learn about this helping profession, and to be a part of a mental health team.

Duties

- Assist with Project VAN (www.needhamma.gov/youth/van)
 - Preparing and organizing VAN Orientation
 - Being onsite for each of the VAN Volunteering Days
- Provide support to the Peer Tutor Program (www.needhamma.gov/youth/peertutor)
- Update Babysitting Training Packets
- Update other workshop curriculum and office documents
- Attend supervision and staff meetings
- Maintain all required records and documentation
- Provide support for general office tasks
- Other duties as assigned by supervisor
- Learn, grow and have fun

The ideal candidate is a mature, bright and motivated student interested in the fields of human services, counseling, psychology, or related areas.

Become a part of the Youth & Family Services Team this summer!
Please apply by March 15th

For further information,
Please contact Carolyn Tracey at ctracey@needhamma.gov

In accordance with the Americans with Disabilities Act of 1991, the duties listed in this job description may be modified in an effort to provide reasonable accommodation to individuals with disabilities.