

Cameron County Children's Advocacy Centers, Inc.



Volunteer Program

Position Description

Under the supervision of the Community Outreach Coordinator and/or Executive Director of The Cameron County Children's Advocacy Centers (Monica's House and Maggie's House), interns will provide assistance and development to the core programs and administrative functions of our agency. This position provides a student with an opportunity to gain hands on experience in nonprofit operations, with potential opportunities for special projects depending on the intern's skills. Orientation and training is required and provided by the Community Outreach Coordinator and staff. Program interns will be subject to a criminal background check. Interns must be able to work at least 12 to 15 hours a week depending on availability and work load. Interns must submit a working schedule to the Community Outreach Coordinator prior to beginning internship as to allow for proper placement at one of two sites. Interns may be required to work after hours to assist with special events or activities. Interns must supply copies of current driver's license and proof of automobile insurance.

Internship Semesters

Monica's House and Maggie's House currently offers internships that coincide with University of Texas Rio Grande Valley, Texas Southmost College, Texas State Technical College, and other higher education providers in the Rio Grande Valley. Semesters commonly fall under this time frame but may vary:

- Spring Internships (mid-January through the first week of May)
- Summer Internships (mid-May through mid-August)
- Fall Internships (mid-September through mid-December)

Program Internship Duties

Duties and assigned site location may change with each semester and will be discussed during the interview process. All program interns can expect to interact with Monica's & Maggie's House key stakeholders including child clients and their family members, community partners, donors, board members, fundraising committee members, and staff. Interns will receive their specific tasks and project descriptions during orientation.

Compensation

Internships with Monica's House & Maggie's House are not paid, but offer valuable hands-on experience. This experience allows students to explore areas of interest and decide if this is an area for a potential career. The internship is not designed for simply running errands or completing office work, although these duties are part of the larger, more directed learning experience.

Qualifications

- Detail-oriented, able to follow directions, and take initiative when needed
- Outgoing and friendly personality, professional demeanor
- Strong written and verbal communication skills
- Ability to multi-task and work well under time constraints
- Proficient knowledge of Microsoft word

Responsibilities

- Assist with and attend special events and meetings
- Assist the Executive Director and Community Outreach Coordinator with planning and organizing special events and projects
- Provide support for forensic staff and counseling staff as needed (may include welcoming children and their families to the agency and providing supervision for clients)
- General office support including: data entry, filing, etc.)
- Provide additional support as needed
- Maintain professional appearance when interacting with the public and partner agencies/dress appropriately for duties assigned
- Submit a signed log of hours and duties completed from the previous month to the Community Outreach Coordinator no later than the 1st of the current month
- Attend Volunteer trainings, continuing educations, and other trainings offered during internships.

Additional Information

If you have any questions or concerns, please feel comfortable discussing them with the Community Outreach Coordinator and/or Executive Director. We appreciate every volunteer that shows an interest in our agency and our mission. We hope that we can provide you with the full experience of a nonprofit Children's Advocacy Center is. Thank you!

