



STAR OF HOPE

Job Description-Internship

ExxonMobil Community Summer Jobs Program

Job Title: Summer Program's Events Coordinator

Facility: Transitional Living Center & Women and Family Emergency Shelter

Department: Children and Youth Ministry

FLSA Status: Non-Exempt

Job Status: Full-time

Reports To: Manager of Children's Services II

Supervises: None

Star of Hope is a Christ-Centered community dedicated to meeting the needs of homeless men, women, and their children. Positive life changes are encouraged through structured programs, which focus on spiritual growth, education, employment, life management and recovery from substance abuse.

One of the Star of Hope's mission most significant programs is the Children and Teen's Summer Program. The Star of Hope's Summer Program serves over 160 school-age homeless children and teens residing with their parents at the organization's Women and Family Emergency Shelter and the Transitional Living Center. The Summer Program provides a safe haven community and learning environment for children and teens between the ages of 5 and 17 years old residing at the short-term and long term residential facilities. The Summer Program offers a variety of spiritual, educational, and recreational activities such as art classes, music classes, mentoring and tutorials for those attending Summer School, interactive Bible studies, computer classes, outdoors activities, field trips, and the highlight events of the summer, the five-days at Forest Glen Camp in Huntsville, Texas, and the End of Summer and Back To School Celebration.

Internship Overview:

The selected intern will be responsible for the planning, promotion, organization, and implementation of the two main events of the Summer Program, the week the children and teens will be spending at camp and the media-covered end of Summer Program and Back to School celebration. The intern will be in charge of ordering and purchasing the needed items and supplies for the week at camp and the new school year, in charge of the supervision of volunteers assisting with the events, the communication with the Star of Hope's Donor Development Department, and the coordination and implementation of the two events.

This internship requires a bright, dynamic, and energetic student interested in gaining an understanding of the non-profit arena and how to work with and serve the homeless population. The intern will work closely with the Manager of Children's Services who will guide and mentor the intern. This internship will provide the intern with the opportunity for growth in the areas of leadership, management, communication, and project development in non-profit organizations, as well as working with and serving the homeless population.

The intern will benefit from being treated as a staff member. The intern will attend the Star of Hope's New Employee Orientation and Training session which will include the history and mission of Star of Hope, specific information on how to work with the homeless population, confidentiality, the organizational policies and procedures, and crisis intervention.

Job Responsibilities:

1. Events Development: working under the supervision of the Manager of Children's Services to plan, coordinate, advertise, and implement the Summer Program's events for all the homeless children and teens residing at Star of Hope.
2. Recruitment: contacting and scheduling the volunteers needed to work on purchasing, sorting, and organizing the clothing items, school uniforms, hygiene products, backpacks, shoes, and school supplies the children and teens will need for camp and for the new school year.
3. Training: planning the training session for the volunteers assisting with the packing for the 120 children and teens.
4. Management: ensuring the volunteers follow all policies and procedures regarding the packing of the specific items needed for camp and school.
5. Administration: collecting and reviewing all the camp and the new school year's registration forms as well as all the clothing and shoe size forms for accuracy and completion.
6. Planning: organizing and implementing the trip to camp and the End of Summer and Back to School Celebrations for all the children and teens, at both of the Star of Hope's locations on the week prior to the beginning of the 2014 school year.
7. Communication: maintaining a professional and open line of communication with volunteers, donors, vendors, visitors, and media personnel.
8. Evaluation: evaluate the events' outcomes and benefits and provide suggestions for future events.

Other Job Responsibilities:

1. Responsible for supporting a safe and secure environment for all clients and guests, staff, donors and volunteers entering or staying within the Star of Hope – SAFETY FIRST-
2. Other duties as assigned.

Qualifications:

Education: Student must be currently enrolled full-time in undergraduate college courses, returning to school full-time in the Fall of 2016 as an undergraduate sophomore, junior, or senior.

Student must not have a family member employed by Exxon Mobil, Volunteer Houston, or Star of Hope.

Skills & Experience: one year experience mentoring, tutoring, teaching, or working with at risk children in public or private schools or at youth programs. Must be able to pass a criminal background check. Must complete Pediatric First Aid and CPR training.

Equipment Used: Telephone, computer, fax machine, copier, camera and laminator.

Work Environment: Classroom and outdoor areas. Schedule may be subject to change to meet the business needs of the mission. Local travel may be required. Exposure to infectious diseases, poor hygiene, drug usage, verbal and physical abuse and other emergency situations relative to the homeless population is normal. Star of Hope t-shirt, black, blue or khaki full-length pants and comfortable shoes are required. Jeans with no holes/fraying may only be worn on Fridays and only as long as a Star of Hope shirt (T-shirt, polo-style or sweat shirt) is worn.

Relations with Others: Extensive client contact; additional contact with donors, volunteers, vendors, media representatives, employees of SOH and representatives from other social agencies and churches.

Physical Requirements: Must be able to sit on the floor and interact with children for long periods. Stand, bend, stoop and climb stairs. Must be able to lift up to 50 lbs. Clear speech, hearing and vision are required.

Mental Requirements: Ability to speak, read and write English. Must be able to communicate with staff, visitors, volunteers, parents and children in a consistently pleasant and professional manner. Must maintain a positive attitude and be able to create a good impression commanding attention, respect and confidence. Genuine interest and concern for the welfare of children. Must be able to maintain professionalism and compassion when dealing with challenging parents and children.

Other: Able to support through word and action the Star of Hope "Christ-centered" Mission statement and the mission's core values of integrity, excellence and commitment to life change.

Date Job Description Became Effective: 09/05/2014

The above job description is intended to describe the general nature and level of work being performed by an employee in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of an employee assigned to this job. I have read and agree to the duties outlined above and understand that in order to adjust to changes in business, it may be necessary to modify the job, add to or remove certain duties and responsibilities, or be reassigned to an alternate position. This statement does not alter the "at will" status of employment at Star of Hope.

Employee's Signature

Date

Supervisor's Signature

Date