

## **Summer Internship at The Hope Center at Pullen**

The mission of The Hope Center at Pullen is to connect young people aging out of foster care in Wake County with the resources and support they need for a successful transition to adulthood.

The Hope Center at Pullen is seeking a part-time or full-time summer intern. Hours will be flexible, with the potential for course credit. The position is unpaid. High school diploma required. Some college preferred.

### **Position Responsibilities**

#### **Volunteer Management**

- Responding to volunteers that express interest
- Tracking responses in Salesforce database
- Posting new volunteer opportunities as necessary
- Processing Volunteer Applications
- Arranging Volunteer Orientation

#### **Tutor and Mentor Matches**

- Selecting potential volunteer that matches well with a referral
- Scheduling initial match meeting
- Facilitating initial match meeting
- Checking in with volunteer and foster parent the next day to see if they have questions/concerns
- Collecting monthly reports from matched volunteers.

#### **Client Internships**

- Assisting with 4 workshops for foster youth doing summer internships around Wake County
- Helping manage transportation volunteers
- Facilitating supervision meetings between foster youth and their worksite supervisors
- Collecting timesheets from nonprofits around Wake County for foster youth who are doing internships

#### **Life Group: Independent Living Skills Classes for 18 years old and older held Wednesdays over lunch**

- Managing the Sign Up Genius for volunteers who provide lunches
- Assisting with set up and clean up
- Providing child care for clients who bring their infants/toddlers

Please send a resume and cover letter to: Jennifer Weiss, Executive Director,  
jweiss@hopecenteratpullen.org