



Volunteer Position Available
Education Department

The Door is a multi-service youth development agency serving the needs of young people between the ages of 12 to 21. The Legal Department provides a broad range of counsel and advocacy services in civil matters to young people. Please visit our website www.Door.org for more information.

Position: Oversight Officer

This internship is suited for the student who is interested in exploring direct practice social service work, or who wishes to use the modality of direct practice work to learn about social problems, youth development models and/or specific youth populations. Additionally, students who are interested in education, community organizing, social programming, and social welfare policy will have a unique opportunity to work in a multi-service social service agency that serves young people with overlapping needs.

Supervisor: Mateka Fung, Resource Center Coordinator

Responsibilities (*include but are not limited too*):

- Assist with managing operations of the Resource Center in absence of full-time staff.
- Assist in opening up/ closing down the Resource Center space.
- Ensure that all materials are accounted for and replaced.
- Greet students entering The Resource Center for appointments and workshops.
- Assist returning students in creating academic support schedules.
- Introduce young people to education services
- Make appropriate referrals based on new members' interest and needs
- Assist clients in obtaining educational goals
- Follow-up (in-person, phone, email or letter) with clients on need basis
- Support with tracking mechanisms
- Meet with supervisor on a bi-weekly basis to discuss work with youth assigned
- Assist youth in connecting to services and programs with in The Door.

Qualifications:

- Individuals with a desire to work with urban youth, and sensitivity to the needs and interests of the diverse young people who compromise The Door's population.
- Students pursuing a career in social service preferred.
- Record of dependability from at least one professional or academic reference.
- Previous work or volunteer experience with adolescents a bonus but not required
- Bi-lingual Chinese, French, or Spanish beneficial

Hours and Commitment:

- Commitment of four (4) months is required; full academic semester preferred.
- Contract for a minimum of three (3) hours per week, or for maximum of (15) hours per week.
- Flexible hours available. Monday-Friday between the hours of 3pm-8pm

How to apply:

Please email resumes and cover letters to Mateka Fung, Resource Center Coordinator at mateka@door.org. Do not call or send resumes via mail. Qualified candidates will contacted to come in for an orientation session.