

**Winter Intersession Internship Position Available**  
The Door - A Center of Alternatives, Inc.

The Door is a multi-service youth development agency serving the needs of young people between the ages of 12 to 21. The Member Services Department welcomes and orients new members and is responsible for providing a brief interview and risk assessment to all new members. Appropriate referrals are made by Membership intake counselors to The Door's Health, Counseling, Legal, Education, and Career Departments based on young persons' needs and interests. Please visit our website [www.door.org](http://www.door.org) for more information.

**Position: Volunteer Intake Counselor in the Member Services Department**

This intensive 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 more about social problems, youth development models and/or specific youth populations. This position will enable the student to begin to hone interview and assessment skills and effective ways to engage underserved populations of young people. Additionally students who are interested in medicine, education, community organizing, social service 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 need.

**Supervisor:** Supervisor of Member Services, and Membership Assistant

**Responsibilities:**

- Conduct 1:1 intake interviews/ psychosocial assessments with young people seeking membership and services at The Door
- Inform members of available services
- Make appropriate referrals based on new members' interest and need
- Identify at risk youth and high risk behavior disclosed in intake interviews
- Complete intake summaries and membership documentation pertaining to new members
- Escort and direct members to services
- Assist in photocopying and other administrative tasks

**Qualifications:**

- Interest in working with urban youth, and sensitivity to the needs and interests of the diverse young people who comprise The Door's membership population
- Record of Dependability from at least one professional or academic reference
- Basic computer skills
- Prior work or volunteer experience with adolescents preferred
- Bi-lingual Chinese or Spanish strongly preferred

**Hours and Commitment:**

- Contract for a minimum of 12-15 hours per week from mid December through January.
- Start/end dates are somewhat flexible if agreed upon in advance.
- Minimum of three afternoon shifts per week Monday-Friday. Volunteers/Interns needed between the hours of 2-6:30 pm, with the exception of Wednesdays when interns are needed until 8pm
- Interns are not required to work from December 24-31<sup>st</sup> and January 1, 2009

**How to apply:**

Please email resume and cover letter to Jill Ranieri, Supervisor of Member Services [jill@door.org](mailto:jill@door.org) . Do not call or send resumes via mail. Qualified candidates will be invited for an interview.