

**York County Truancy Prevention Initiative
United Way of York County
Youth Court Alliance Intern**

Dates: January 2018 – May 2018

Position Title: Youth Court Alliance Intern

Organization: United Way of York County

Hours: 250 hours required. Must have availability between 1pm-6pm Monday through Thursday.

Compensation: \$2,000 stipend

Reports to: Youth Court Alliance Director

Purpose of Position: To provide administrative and program support for the Youth Court Alliance program. Assist with trainings, conduct intake meetings, exit interviews and completion meetings with Youth Court Alliance families.

Job Description

Administrative

1. Compile data and maintain files for the Youth Court Alliance program.
2. Provide routine reports to the Youth Court Alliance Director.

Program Development

1. Assist with the recruitment and retention of student volunteers.
2. Oversee Youth Court Alliance hearings at William Penn High School.
3. Oversee Youth Court Alliance hearings at Hannah Penn and Ferguson.
4. Provide Intake and Exit Interviews, and completion meetings, with Youth Court Alliance families.
5. Follow up with Youth Court Alliance assignments to report on status toward completion.
6. Discuss additional student needs, unrelated to academic work, to the Youth Court Alliance Director who will then link students with appropriate resources.
7. Assist with the planning of events for Youth Court Alliance.

Technical Assistance

1. Help manage and train community partners and Youth Court Alliance members, helping to implement the Youth Court Alliance.
2. Attend Truancy Task Force Meetings.
3. Attend community events to help promote truancy prevention.
4. Provide feedback on ways the Youth Court Alliance could improve.
5. Assist Community Initiatives on programs related to the betterment of youth.

Other

1. Assist Community Initiatives on programs related to the betterment of children and youth.
2. Other responsibilities as assigned.

Minimum Job Requirements:

Pursuing a Bachelor's or Associate's Degree.

Skills:

1. Comfortable working with children and high school aged youth.
2. Preferably bilingual.
3. Must know how to use Microsoft Word and Excel. Must be willing to learn how to use additional databases.
4. Patience.
5. Must be able to multi-task and prioritize.
6. Confidentiality required.
7. Able to pass a background check.
8. Ability to relate well to a variety of people, to work quickly and collaboratively.
9. Ability to be a constant role model and mentor.
10. Must have reliable transportation and be able to travel. Reimbursement will be provided.
11. Must have 100,000/300,000 automobile insurance coverage.
12. Must have after school availability.

To Apply Please Contact:

Elizabeth Richard
Youth Court Alliance Director
800 E King Street
York, PA 17403
717-771-3823
richarde@unitedway-york.org

For more information:

For more information on Youth Court Alliance, please visit <http://www.unitedway-york.org/york-county-truancy-prevention-initiative>.

Sign: _____

Date: _____

Sign: _____

Date: _____



YORK COUNTY
TRUANCY PREVENTION
INITIATIVE

