



Student Intern Position Description

Title: Student Intern for Communities In Schools of Mid-America
Reports to: Site Coordinator or designee

COMPANY PROFILE:

Communities in Schools (CIS) is an integrated support systems program that works by providing a school based site coordinator within in the school network to connect students and their families to community resources to meet their needs. CIS is the nation's leading dropout prevention organization and the only program proven to both decrease dropout rates and increase graduation rates. The CIS model is tailored to each school and community to recognize and identify needs youth face in reaching their full academic potential. CIS provides both individualized case management services to youth as well as school wide programs; the programs and services are a mix of the following:

Non-academic Assistance: Helping with basic needs like healthcare, nutrition or clothing so young people are better prepared to learn.

One-to-one Mentoring: Instilling the confidence to succeed, the belief that education creates opportunity, and setting the expectation for success.

After-school Tutoring: Young people who fall behind often stay behind. CIS helps kids catch up and stay ahead.

Family Involvement: Ensuring children have a supportive home life, increasing parent-school involvement, and helping parents access the services they need.

Out-of-school Enrichment: Expanding young people's understanding of what the world has to offer and finding their place in it through afterschool programs, service learning activities, and even field trips.

Preparing for the Future: Students build leadership and life skills, explore career options, and understand how their education is connected to their financial future.

The mission of Communities In Schools of Mid-America, Inc. is to surround students with a community of support, empowering them to stay in school and achieve in life. Nationwide, CIS is 4,500 professionals and 50,000 volunteers on the ground, working in more than 3,000 K-12 public schools, in the most challenged communities, in 25 states, and the District of Columbia, serving more than 1.3 million young people and their families every year.

POSITION DESCRIPTION:

The Communities In Schools of Mid-America Student Intern assists in coordinating services for students and families, as well as aiding in the implementation of programs and activities based upon the specific needs of the school. The Student Intern will work with community partners and volunteers to bring needed services into the school to help students succeed.

POSITION FUNCTIONS:

- Contribute to the completion of school and student needs assessments
- Assist in facilitating, coordinating and evaluating Level I (whole-school) CIS programs and activities at the site including recruitment and support of CIS volunteers
- Communicate with CIS Site Coordinator regarding Site Operations Plan, programs and activities
- Ensure that CIS programs and activities meet the needs of students, families and school
- Promote positive relationships between CIS school site, administrative office and community partners
- Assist in caseload management and home visits for assigned caseload
- Monitor and document case progress, parent involvement and student services
- Participation in agency special events and fundraising as schedule allows
- Other duties as assigned and approved by supervisor and school principal

QUALIFICATIONS:

Excellent communication skills both verbal and written. Strong attention to details and organizational skills.
Undergraduate students majoring in sociology, psychology, education, human services, social work or related field.
Experience in working with at-risk students or in school systems a plus.

PHYSICAL REQUIREMENTS:

Work Environment	Office/School/Community
Lifting Requirement	25 pounds
Travel Requirements	Minimum travel, including training, home visits and field trips, etc
	Valid driver's license
	Transportation
	Auto insurance
	Pass various background checks

The physical requirements described here are representative of those that must be met by the student to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MANDATED REPORTER:

As a student intern of Communities In Schools of Mid-America, Inc. you are a mandated reporter of child abuse and neglect. Failure to properly report to the appropriate child welfare authority and your supervisor can result in disciplinary actions up to and including termination. See Mandated Reporter Policy for specific details.

The duties and responsibilities of this position are subject to change without prior notice.

To submit an application:

Please submit a cover letter and resume to cis@cismidamerica.org. Applicants will be required to pass state and NSOPR background checks prior to hiring. Communities In Schools of Mid-America, Inc. is an Equal Opportunity Employer.