



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION - STAY Program Intern

Program Overview: The JU4Y Transitional Age Youth Program is a transitional housing opportunity that is offered to homeless youth who are in need of a stable home so they can take the proper steps to get their lives back in order. Through case management, individualized service plans are developed with clients to determine the resources available to help them transition to more stable and self-sufficient lifestyles. Clients are required to work, go to school, job search, and pay rent.

Position Summary: Just Us 4 Youth is seeking a STAY Program Intern to join our organization and support our mission to mentor at-risk youth to be better students, better people, and better leaders. The STAY Program Intern will work closely with the STAY Supervisor and gain experience in assisting young adults to become self-sufficient and actively involved in the community. The work provided is meant for educational purposes, not to replace an existing employee's work, nor will the hours be assigned in conflict with the intern's academic duties. Please note that completion of this internship does not provide entitlement to employment.

Duration and Location: The internship is a fifteen-week program, or as long as it imparts beneficial educational experience and training to the intern. The projected timeline is set to begin on August 29th and end on December 9th, which is subject to change. The STAY Program Intern will be expected to work both virtually and in person based in Pomona, CA.

Compensation: This is a non-paid internship that will offer academic credit and field experience upon completion of the hours required by the University.

Hours: Interns will be expected to work a minimum of 10 hours per week and cannot exceed more than 20 hours per week.

Essential Duties & Responsibilities:

- Provide support to Just Us 4 Youth's mission and STAY's goal to enrich the lives of at-risk young adults to become self-sufficient and independent.
- Assist staff, volunteers, and clients by being a positive role model and providing emotional support, a friendly attitude, and general guidance.

- Ensure the respectful use and maintenance of the physical space used by our program.
- Research and communicate with local organizations to spread awareness of our specific program and its needs.
- Initiate and communicate with local churches and other agencies interested in possible future housing of clients and/or support.
- Develop a system for future outreach on a recurring basis.
- Attend resource fairs and collaborative meetings on behalf of the STAY program.
- Provide administrative support to the client if needed.

Learning Outcomes & Benefits:

- Gain professional entry, exposure, and experience in both the nonprofit sector industry and intern's educational path.
- Increase knowledge and understanding of restorative mentoring.
- Work directly with the Program Supervisor to have a deep understanding of our clients and their needs.
- Expand an urban network of community partners, government agencies, and local businesses through collaboration.
- Be a part of a mission-driven organization that offers a unique internship experience through intentional career mentorship.

Minimum Skills & Qualifications:

- Bilingual in English/Spanish is preferred.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Excellent computer skills (i.e Google Suite).
- Excellent oral, written, and verbal communication skills.

How to Apply:

To apply, please email Jonathan Villaseñor via jvilla@ju4y.org a PDF of a cover letter and resume with the subject line "STAY Internship Application".

Thank you!