



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION – ON-POINT Program Intern.

Program Overview: On-Point provides quality interventions to identified students in person or virtually. It focuses on social-emotional support, mentoring, and character and leadership development. We facilitate restorative circles, conduct 1 on 1's, and provide in-class support to improve behaviors. Our staff are trained in restorative practices and have the ability to reach students who are guarded, oppositional, and struggling in life and academics.

Position Summary: Just Us 4 Youth is seeking an On-Point 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 On-Point Program Intern will work closely with the On-Point Supervisor and gain experience on how to engage and interact with at-risk students on school sites, writing case notes and assisting with planning On-Point Mentor Nights. 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 Nonprofit Program Intern will be expected to work 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 On-Point's goal to offer mentoring services to at-risk youth.
- Participate in campus engagement efforts by planning and executing activities and events.
- Assist in strengthening outreach efforts to reach out to school administrations, educators,

and parents of youth.

- Engage in day-to-day operations by cultivating a positive and professional relationship with at-promise youth.
- Assist in filling out case notes, daily site reports, and attendance sheets effectively and efficiently.

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 justice practices and trauma-informed care.
- Learn how to interact and engage with at-promise students.
- Learn how to de-escalate situations, strengthen your communication skills, team building, data collection, and case note knowledge.
- 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:

- Currently enrolled in an accredited 2-year or 4-year college or university as a Sociology/Psychology major or related field of study.
- 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 "On-Point Internship Application".

Thank you!