



## INTERN JOB DESCRIPTION

**Who we are:** Generation Alive is a nonprofit organization that empowers youth to compassionately engage the needs of their community through action and service.

We do this by working primarily with schools (but occasionally with churches, sport teams, colleges and various youth organizations) to offer education and service projects, which have been focused around hunger or human rights.

**Purpose:** Our interns don't fetch coffee; they create the next generation of thinkers, leaders and doers. Interns play a vital part in implementing Generation Alive's mission and programs. Additionally, we invest in interns through leadership training, mentoring and team building.

### **A Generation Alive Intern will:**

- Be educated about issues of need, poverty, injustice and our social responsibility to act
- Understand the basics of a nonprofit organization's role in a community
- Receive training and mentorship and enjoy team camaraderie
- Visit a school classroom weekly to lead at least one Action Team or Defend Free Club
- Learn about and practice program development and implementation
- Assist in planning large events (i.e. Something to Eat or Defend Freedom packing)
- Gain experience speaking publicly in front of large audiences
- Oversee a fundraising campaign and all ensuing details in his/her designated school
- Attend weekly meetings with other interns every other week and meet one-on-one with an advisor on the alternating weeks
- Complete readings and exercises assigned to interns for personal and leadership development
- Serve as a public and enthusiastic representative of Generation Alive

### **Expectations:**

- While not paid, an intern will be treated as Generation Alive staff. Therefore he/she is expected to be at all events on time and prepared for his/her duties.
- An intern is required to follow the Generation Alive code of conduct, Sexual Abuse Policy and pass a background check.

### **Weekly time break down—4 hours** (average estimate, subject to fluctuate):

- 1 hours: meeting time and training
- 1 hour: leading an Action Team/Club in a local school (includes travel time)
- 1 hour: planning and coordinating a program
- 1 hour: reading and studying related material