



Life Skills Coordinator

A Family For Every Child/ Heart Gallery

Mentor Program

Intern/Volunteer Job Description

AGENCY DESCRIPTION:

AFFEC is a nonprofit organization located in the Oregon.

AFFEC'S mission is to finding loving, permanent families for every waiting foster child.

JOB SUMMARY:

The Life Skills Coordinator will be responsible for coordinating the life skills program for our mentor youth.

INTERN RESPONSIBILITIES:

Under the supervision of the Mentor Director, Heather Smith, the intern will:

- Help coordinate the Life Skills Program
- Reach out into the community to find people that can teach different life skills to the youth
- Keep the youth and foster parents up to date on where, when and what classes will be offered each month

EDUCATION NEEDED:

SKILLS/QUALIFICATION REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Computer skills/Data entry
- Ability to reach out into the community to find people that can help teach life skills classes
- Well organized with attention to detail and ability to carry out tasks independently
- Ability to meet deadlines
- Willingness to find resources for teens aging out of foster care

PERSONALITY BEST SUITED FOR THIS POSITION:

EXPERIENCE OR SPECIAL SKILLS DESIRED:

SCHEDULE:

Minimum commitment 4 to 5 hours per week

CONTACT: Heather Smith, heather@afamilyforeverychild.org, 541-343-2856

ASSIGNED TO _____

DATE ASSIGNED _____

DATE ENDING/COMPLETED IF ONE _____