



**The Gathering Place®**  
*a refuge for rebuilding lives*

**FAMILY PROGRAM INTERN**  
**The Gathering Place**  
**1535 High Street, Denver, CO 80218**

**Guiding Principles**

*We are a community of safety and hope where positive relationships, choice, and essential resources transform lives.*

*TGP serves women, transgender individuals, and their children who are experiencing poverty, many of whom are homeless. We believe in hope as an important change agent and hold that hope for everyone. We believe deeply in the power of community and continue working to develop it. Our key values include recognizing individual strengths, building respect and trust, and offering acceptance unconditionally.*

**This position reports to:** Family Program Manager

**This position is open to:** Undergraduate students in human services, human development, psychology, sociology, or related field

**NOTE: We do not have licensed personnel on staff and cannot provide clinical supervision.**

**General Purpose:**

The Family Resource Advocate Intern will work alongside a team of established professionals to provide direct services to women, transgender individuals, and their families that are experiencing poverty and homelessness. Interns will support the Family Program team to address the causes and effects of poverty, homelessness, housing inequity, employment insecurity, food insecurity, mental health and substance misuse, and domestic violence.

The scope of this internship is to work directly with children and parents to ensure that they feel welcome, wanted, and connected. The intern will also provide them with the resources that they need in order to thrive. This may include internal resources like food, clothing, and hygiene products. Interns will act as an advocate for our families, making referrals to our community partners that address larger issues like shelter, education, physical and mental health, domestic violence, and economic inequity. This will provide the intern with a keen understanding of the unique needs and issues that face families in poverty and the appropriate interventions to address them.

**Essential Duties/ Responsibilities:**

- Provide warm welcome to family unit and assess their basic needs and respond accordingly with appropriate interventions using the trauma-informed care model.
- Make referrals to outside agencies and community partners with and on the behalf of families. This includes determining what the qualifications are for other agencies' programs to guarantee a quality referral.
- Sign families up daily for various emergency services such as showers and laundry.
- Engage directly with caregivers and kids daily to build positive relationships and enrich our community.
- Distribute personal hygiene items, clothing, diapers, formula, and food.

- Investigate, research, and learn of resources in the community that will benefit families. This includes contacting community agencies directly to determine what services they provide and how to access them.
- Engage, assess, and intervene with families to determine their unique needs, crises, and concerns and address issues like food insecurity, housing insecurity, educational barriers, physical and mental health issues, etc., by connecting them with the appropriate resources.
- Interact directly with kids of all ages (1 day old to 17.999 years old) one-on-one or in a group activity session.
- Read to and talk with the kids to boost vocabulary and verbal skills.
- Role model appropriate, healthy, and trusting relationships between children and adults for kids and their caregivers, including respectful communication, redirection, boundary-setting, non-physical discipline, nurturing, etc.
- Ability to remain organized and switch from one task to another in a constantly changing environment
- Maintain a safe and welcoming environment for families at all times.
- Interact with all departments and personnel within the Gathering Place to ensure service delivery and to understand the workings of a non-profit agency.
- Interact with our agency volunteers and volunteers from collaborative agencies to ensure that daily services are delivered seamlessly.
- Staff desks and other workstations as necessary.
- Assist Program Manager and staff with facilitation of Nurturing Parenting classes.
- Other duties as assigned by the Family Program Manager

**Time Commitment:**

- 16-24 hours per week per semester
- Monday through Friday during business hours only

**Volunteer Qualifications:**

- Must be able to pass criminal background check.
- Bachelors level programs only.

**Education or Formal Training:**

- Proficiency in Microsoft Office products; Outlook, Word and Excel

**Experience:**

- Experience working with vulnerable populations, with an understanding of the barriers and challenges caused by homelessness and extreme poverty is preferred
- Lived experience of homelessness, housing instability, or poverty is preferred

**Physical Activities:**

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently moves equipment and supplies weighing up to 30 pounds across the building for various needs.

**Five Key Attributes for Hiring at The Gathering Place:**

- Positive and willing to learn

- Collaborative
- Open- minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

*The Gathering Place is committed to providing equal opportunity to all volunteers and applicants for volunteer service without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.*