



Youthline

Real Life Intern Description

PURPOSE

Real Life Interns are assigned to assist with oversight at one Real Life partner site to serve youth primarily of refugee or immigrant backgrounds for the duration of the Real Life year. At their site they will facilitate lessons, manage volunteers, build relationships, and conduct tutoring and homework help. Real Life's goal is to provide all participants with the necessary skills to make positive changes in their lives and communities. A typical day at Real Life will consist of one hour of homework help, one hour of an activity, and a snack and/or dinner break.

LOCATION

Each intern is assigned to one of Real Life's partnering site locations. Click [here](#) for a list of Real Life sites.

KEY RESPONSIBILITIES

- Arrive at assigned site on time for every scheduled session and make sure all activities are cleaned up prior to leaving.
- Attend all trainings and meetings throughout the Real Life year.
- Assist with homework and tutoring for Real Life participants.
- Oversee volunteers and hold the accountable to assigned tasks. Redirect volunteers to tasks as needed.
- Ensure that all activities are safe and inclusive for everyone.
- Keep a daily roll of volunteers and verify their hours, as needed.
- Collaborate with staff at my site and report any issues or concerns directly to the Program Directors.
- Pick up and drop off all supplies for lessons/activities from the Youthline Office.
- Dress appropriately (school dress code guidelines apply).
- Refrain from using phones while on duty unless it is directly related to Real Life business.
- Take photos of activities to be used for Real Life grants, reporting and social media.
- Refrain from befriending Real Life participants on social media accounts.
- Refrain from posting pictures of Real Life participants on personal social media accounts.

REPORTS TO

Interns report to the Real Life Directors at Youthline.

DURATION

Interns will be hired August-September and receive training October-November. Regular programming for Real Life begins in December and continues through May of the following year.

TIME COMMITMENT

Two days per week (typically M/W or T/Th) for two hours, plus one hour of prep time for a total of approximately 5 hours per week. Once a month interns are also expected to meet with the Program Director and/or attend trainings.

QUALIFICATIONS

- ✓ Have a passion for education and working with youth of diverse backgrounds
- ✓ Be a natural leader, excited to make a positive impact on the volunteers and youth you work with
- ✓ Live in the Salt Lake area, or have reliable transportation
- ✓ Be a high school graduate
- ✓ Capable of passing a background check

TRAINING/SUPPORT

Training for this position will be provided in classroom management, teaching strategies, volunteer management, and lesson planning. In addition, the Program Directors are available to answer any questions.

COMPENSATION

Interns have two options for pay:

1. \$1,500 stipend to go towards a Youthline service trip
2. Hourly pay at \$12.50/hour

Unreported absences and/or frequent tardiness will put interns at risk for dismissal and will result in a forfeit of pay/stipend. If Interns are absent, it is their responsibility to find coverage for their site.

BENEFITS

Real Life provides a unique opportunity for Interns to take ownership of their Real Life sites and function as a mentor and role model to Real Life participants and volunteers. Interns will learn leadership skills, teaching strategies, classroom management, volunteer management, and lesson facilitation skills. It is our hope every Intern will have the opportunity to be a leader, create new friendships, learn from life experiences different than their own, and have a wonderful time!