



Real Life Intern Code of Conduct

INTERN WILL

- Attend all training sessions and scheduled meetings through the end of the Real Life year.
- Be at my site every scheduled session throughout the Service Year. If there is a valid reason for absence or tardiness, I will find a replacement and inform the Program Director(s) as soon as possible so that my responsibilities are covered. I understand that unreported absences and/or frequent tardiness will put me at risk for dismissal as an intern and I will forfeit my pay/stipend.
- Arrive at my assigned site early and stay after the session finishes so that activities are thoroughly prepared for and cleaned up after.
- Pick up and drop off all supplies for lessons/activities each day from the Youthline Real Life Office.
- Ensure that lessons and activities start promptly and fill the two-hour slot.
- Collaborate with our partners (center managers and supervisory staff) and report any issues or concerns directly to the Program Director(s).
- Take roll of volunteers each day and verify their hours for Service Year, as needed.
- Help maintain the centers by holding students and volunteers accountable for cleanup.
- Dress appropriately (shorts must go to fingertips, shoulders covered, not tight, etc.) This goes for men and women.
- Not use phone for social media, texting, phone calls, etc., while on duty unless it is directly related to Real Life business.
- Not post any photos of local teens to my personal social media. In addition, I will not befriend any local teen on personal social media during the Real Life service year.

WORK WITH PROGRAM DIRECTOR

You will have trainings with the Program Director to help prepare for the task of managing your assigned site with the organizational, communication, managerial, and planning skills necessary to have a successful year. This includes classroom management skills, teaching strategies, volunteer management skills, and lesson planning skills.

Together, you will prepare lessons based on the Program Director's curriculum map for the year so that you can train, support, and provide meaningful feedback to your volunteers as they take on leadership roles.

You will communicate with the Program Director weekly throughout the Real Life year to report successes, problem solve issues, and to receive support. At that time, please report any specific feedback about your lesson plans.

WORK WITH PARTNER SUPERVISORY SITE STAFF

Each site has a center manager and site staff who are employees of our partner organizations. Their role is to oversee their centers, manage their employees, and oversee the safety and success of the teens. They have the same goals as we do—to enrich the lives of the teenage population in the Salt Lake area. They will help you carry out, manage, and support the teens and volunteers. They are to be a resource to you, but you are responsible for the success of your site and your accountability to the Program Director(s).

REAL LIFE VOLUNTEERS

Interns will get to know, mentor, and support volunteers. Volunteers will be accountable to you for being prepared with lesson plans and other assignments they receive. It is expected that the volunteers will be at their assigned site at least once per week for the 24 weeks of the program for 2 hours. This is a total of 48 hours. Interns will work with the Program Director(s) to schedule regular days with each volunteer so there is a high expectation of attendance, participation, and meaningful leadership driven service.

Volunteers will be trained by you and the Program Director(s) in lesson planning and classroom management. They will be held accountable for professional behavior and being prepared by you, the Intern.

REFUGEE TEEN MENTORSHIP

Intern will help volunteers to connect to, support, and work together with the local teenagers. You will ensure that all activities and lessons are safe and inclusive. Occasionally, you will help the teens and volunteers facilitate lessons and/or activities. Our overall goal is to ensure that every teen is mentored, none forgotten. Interns will ensure that volunteers are strategically assigned so that more meaningful mentorship is taking place.

At Youthline, we strive to make sure that our interactions with the local teens are not condescending in any way. Lessons and activities should be thoughtful and respectful. Do not assume that students don't know things. Ask questions, treat them as you would expect to be treated if someone were mentoring you.

SIGNATURE

Name of Intern

Signature of Intern

Date: _____