

Hopkinsville High School

Youth Services Center

Internship Description

Student Intern Responsibilities:

- Student will spend time reviewing program plan for center.
- Student will assist with answering phone calls and forwarding to appropriate individual.
- Student will assist with YSC events such as Prevent Child Abuse event, Military family event, etc.
- Student will assist the director with home visits to student families.
- Student will assist with Feeding America Backpack Program such as picking up bags, distributions to students, etc.
- Student will conference with faculty and staff regarding student issues where appropriate.
- Student will attend community meetings such as Christian County Prevention Coalition, Parent Café, and Prevent Child Abuse Council meeting.
- Student will sit in (where appropriate) with director for individual sessions with students.
- Student will assist students with basic needs such as school supplies, etc.
- Student will assist with planning of College and Career events for students at high school.
- Student will assist director with implementation of Big Smiles program.
- Student will assist in evaluation of various programming.
- Student will meet with director weekly for supervision.
- Overall assist with any need a student or family may have from making referral to appropriate agency or addressing directly from center.
- Student will perform other duties as assigned by Director of the HHS YSC