



Available Internships

Background

Friends for Youth is a nonprofit organization that has been matching underserved youth with caring adult volunteers since 1979. For the last 38 years, we have been running mentoring programs for youth to provide them with guidance, support, and opportunities for new experiences. Our mission is to empower underserved youth through mentorship and community relationships.

In our community-based, 1-to-1 mentoring program, mentors meet for 2-3 hours weekly for either 6 months or 1 year with a youth between ages 8-17 living in the Peninsula (SSF-San Jose). They do activities based on their interests and goals throughout the Bay Area and attend group activities.

In our school-based mentoring programs at Redwood City schools, mentoring teams of 2 mentors and 5 youth meet for 1 hour each week during school to participate in life skills activities. The program supports students during the critical transition from middle school to high school (7th-10th grade).

We are looking for unpaid interns with the following qualifications:

- Ability to work independently and as part of a team
- Ability to work well and communicate with a diverse group of adults and youth
- Comfortable with public speaking and people facing situations
- Good writing skills
- Good organizational skills
- Creative thinker, self starter
- Passion for public service and youth development
- Knowledge of local community and resources
- Experience mentoring or working with youth who are considered “at-risk”
- Spanish speaker a plus

If you are interested in an internship, please send a brief cover letter and your resume to yanhia@friendsforyouth.org with “Internship” as the Subject.

PROGRAM INTERNS

Program interns may choose between a direct service (with clients) or indirect service (program development) internship OR combine service types. But we encourage our interns to do both.

PROGRAM INTERN- DIRECT SERVICE

Group Mentors: Program Interns will act as a mentor in 2-3 mentoring groups based mostly in the Redwood City Middle School or High School District campus during the school day.

Length of internship: 3-10 hours/week for at least 1 semester (preferably 2 semesters)

- Must complete mentor screening process

1-to-1 – Individual Mentors: Program interns meet with one youth (between 8-17) weekly. Volunteers meet

independently with their mentee in the community, so we require that these interns also do additional indirect service hours in the office.

- Length of internship: 2-3 hours/week for at least 6 months (plus 3-5 hours in the office for a semester)
- Mentorships typically meet on a weekday evening or weekend
- Must have access to a car and provide proof of insurance and DMV record
- Must complete mentor screening process (i.e live scan, background check & Diana Screen)

PROGRAM INTERN- INDIRECT SERVICE

Minimum Time Requirement: 5-10 hours/week for at least one semester.

General Responsibilities:

- Assist with Case Management
- Recruiting and Screening Volunteers
- Community Outreach
- Resource Research and Development
- Database Coordination
- Alumni Program development and data collection
- Assist with Program and Curriculum Development
- Event Planning: Field Trips
- Mentor Training Development
- Marketing and Social Media
- Spanish Translation
- Meet & check-in weekly with our MSW Supervisor/Director

DEVELOPMENT INTERNS (another option for Internship)

Minimum Time Requirement: 6-12 hours/week for at least one semester.

Responsibilities:

- Social Media Planning and Execution
- Website Updates
- Blog posts
- Community Outreach
- Direct Mailing
- Fundraising – Prospecting new funding sources
- Donor Communication
- Fundraising Event Planning – Golf Tournament, Bowl-a-thon
- Newsletters – Mailchimp
- Marketing Material and Design – Canva
- Database Management – Little Green Light
- Grant writing, fundraising or marketing experience a plus