

POSITION TITLE: Homeless Services Intern

EMPLOYEE GROUP: Temporary

DEPARTMENT/DIVISION: Housing and Human Services

SUMMARY

City staff and social services providers in Boulder are often asked by community members, “why do we see so many individuals living on the streets”? “How many people are experiencing homelessness in Boulder”? This summer the city of Boulder will be conducting a Point in Time count to try to answer these questions. The Point in Time count will not only attempt to determine the number of individuals experiencing homelessness in Boulder but will also include a survey to gather additional information on individual’s barriers and needs to better adjust services in the community. This position involves the coordination and planning for this event as well following up with what we learned after.

This temporary position with the City of Boulder is part of the Housing and Human Services 2023 Youth Internship Program. This six-week (or 120 hours) internship, sponsored by the Youth Opportunities Program. During the program, interns will work in their assigned city department, gain career skills, and attend professional development workshops and other learning opportunities with other program interns.

Pay for this position is \$20/hour

DUTIES AND RESPONSIBILITIES:

- Support HHS staff in coordination and planning for the summer point in time count.
- Assist in developing training for volunteers participating in the event.
- Assist in recruiting volunteers to participate in the point time count.
- Support HHS staff in acquiring resources needed to produce a successful event.
- Help coordinate and organize partner agencies and volunteers on the day of event.
- Assist in gathering volunteer feedback and
- Help organize and analyze data collected from event. from staff, stakeholder, and community.

MINIMUM REQUIREMENTS:

- High school junior by June 2023 Interest and/or passion for field, industry, or role
- Commitment to full participation and attendance for duration of program
- Familiarity and comfort using Microsoft Office Products, including Office 365, Excel and Word

PERSONAL QUALITIES & CHARACTERISTICS

- Embody City of Boulder’s values: Respect, Innovation, Integrity, Customer Service and Collaboration
- Courteous and professional
- Exceptional attention to details

- Good verbal, written and graphic communication skills.
- Strong organizational, prioritization and time management skills.
- Excellent problem-solving skills, initiative, and resourcefulness
- Ability to work both independently and collaboratively
- A strong commitment to contributing positively to a team
- Interest in actively learning about the field

ACCOMMODATIONS: Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.