



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION – ON-POINT Program Intern.

Program Overview: The On-Point program primarily takes place on school campuses that we serve. On-Point utilizes restorative practices that develop character, leadership, and social-emotional skills to improve the students holistically. Through quality mentorship and a creative curriculum, On-Point provides a safe/brave space for meaningful conversations facilitated in groups, one-on-ones, and in-class support. Sessions include but are not limited to: engaging discussions, quick activities, journaling, and wellness check-ins.

Position Summary: Just Us 4 Youth is seeking an On-Point Program Intern to join our organization and support our mission to mentor at-promise youth to be better students, better people, and better leaders. The On-Point Program Intern will work closely with the On-Point Supervisor and gain experience as a role model and source of knowledge and guidance for the youth. The work provided is meant for educational purposes, not to replace an existing employee's work, nor will the hours be assigned in conflict with the intern's academic duties. Please note that completion of this internship does not provide entitlement to employment.

Duration and Location: The internship is a fourteen-week program, or as long as it imparts beneficial educational experience and training to the intern. The internship timeline is set to begin on February 5th and end on May 13th, which is subject to change based on the academic needs of the intern. The On-Point Program Intern will be expected to work in person based in Pomona and Glendora, primarily during school hours.

Compensation: This is a non-paid internship that will offer academic credit and field experience upon completion of the hours required by the University.

Hours: Interns will be expected to work a minimum of 10 hours per week and cannot exceed more than 20 hours per week.

Essential Duties & Responsibilities:

- Provide support to Just Us 4 Youth's mission and On-Point's goal to offer mentoring services to at-promise youth.
- Offer campus engagement support by planning and executing activities and events

- Cultivate a positive and professional relationship with at-risk youth by providing Lunch-Time support on campuses.
- Assist in filing case notes, daily site reports, incidents, and mandated reports efficiently.
- Assist in strengthening outreach efforts to reach out to school administrations, educators, and parents of youth.

Learning Outcomes & Benefits:

- Gain professional entry, exposure, and experience in the nonprofit sector industry and the intern's educational path.
- Increase knowledge and understanding of restorative justice practices and trauma-informed care.
- Learn how to interact and engage with at-risk students.
- Learn how to de-escalate situations and strengthen your communication skills, team building, data collection, and case note knowledge.
- Expand an urban network of community partners, government agencies, and local businesses through collaboration.
- Be a part of a mission-driven organization that offers a unique internship experience through intentional career mentorship.

Minimum Skills & Qualifications:

- Currently enrolled in an accredited 2-year or 4-year college or university as a Sociology/Psychology major or related field of study.
- Bilingual in English/Spanish is preferred.
- Having reliable transportation is preferred.
- Excellent organizational skills.
- Excellent interpersonal skills.
- Excellent computer skills (i.e, Google Suite).
- Excellent oral, written, and verbal communication skills.

How to Apply:

To apply, please email Jonathan Villaseñor via jvilla@ju4y.org a PDF of a cover letter and resume with the subject line "On-Point Internship Application".

Thank you!