



JUST US 4 YOUTH
MENTOR | HEAL | DEVELOP

JOB DESCRIPTION - TREE Program Intern

Program Overview: TREE is a hybrid support program for parents. It engages parents and provides them with mentoring, diverse learning opportunities through professional presentations and training, and it provides restorative circles to create healthy environments for parents to heal and find community amongst one another.

Position Summary: Just Us 4 Youth is seeking a Nonprofit 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 Nonprofit Program Intern will work closely with the T.R.E.E. Supervisor and gain experience on how to support the growth of parents and caregivers through mentorship, community engagement, and education. 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 14-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 Nonprofit Program Intern will be expected to work 100% on-site based in Pomona, CA.

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:

- Support Just Us 4 Youth's mission and the TREE Program's goal of providing training, resources, and empowerment to parents and caregivers.
- Coordinate and contribute to programming activities and community events.
- Engage in one-on-one mentoring sessions with clients, utilizing personal experience and

evidence-based practices.

- Conduct weekly meetings with TREE clients to offer guidance on parenting and life skills, aiding in the development of SMART goals.
- Maintain accountability by assisting clients in honoring their commitments.
- Identify and address vital family needs through effective communication and observation.
- Facilitate connections between families and community support resources.
- Attend team meetings to collaborate and share insights.
- Manage the clothing closet by sorting and organizing items.
- Actively recruit parent participants to expand program reach and impact.

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 mentoring;
- 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 an Anthropology, Child-Development, Hospitality, Psychology, Sociology major or related field of study.
- Experience with parenting/care-giving to children is desired but not necessary.
- Bilingual in English/Spanish 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 'TREE Internship'.

Thank you!