



Internship Opportunity: Day Center Intern

The Day Center Intern reports to the Day Center Manager, Carla Walp or Gretchen Phillips-Bond the Assistant Manager if Carla is not working.

Goal of Position

The Day Center Intern supports The Sophia Way's mission of assisting women from homelessness to independence through supporting the Day Center Lead Staff with daily operations to provide a safe, clean, inviting and functional space for Day Center clients to gather during hours of operation.

Duties

- Assist clients as required with using the computer/phone.
- Help ensure clients follow all shelter protocols such as:
 - Washing their hands before meals
 - Cleaning up after themselves
 - Following the schedule as per the sign-up sheet for using amenities.
- Interact with donors and give them a shelter tour when needed.
- Interact with clients by providing company, assistance and/or support, playing games, leading craft projects, etc. while maintaining a calm deescalating presence
- Sit in on client meetings when required.
- Oversee the facility and alert staff in case supplies need to be replenished.
- Perform any other task as suggested by the Day Center Manager.

Additional duties

- May need to sort donations as needed.

Worksite and Job Commitment

- Worksite is Sophia's Place Day Center – 3032 Bellevue Way NE, Bellevue, WA 98004.
- Intern must be 21 years or older. (exception may be made in case it's required as a part of school curriculum)
- Minimum commitment of two days per week from approximately 10 AM – 1 PM strongly preferred. Availability on weekends preferred.
- Commitment of 3 months minimum required.



Qualifications

- Ability to work with clients with diverse backgrounds and barriers.
- Experience working with homeless population or relevant coursework strongly preferred.
- Clear understanding of personal and professional boundaries.
- Complete the 1.5 - 2 hour orientation prior to start date.

This position will provide a much needed, ongoing service to The Sophia Way clients by engaging with them and ensuring their needs are met.

To Apply:

Please email volunteer@sophiaway.org explaining your availability, qualifications, and why you are interested in the position.