

SNOHOMISH COUNTY INTERNSHIP DESCRIPTION

INTERN - YOUTH ENRICHMENT SERVICES INTERN - SUPERIOR COURT, JUVENILE DIVISION

Spec No. 9191

SNOHOMISH COUNTY INTERNSHIP PROGRAM

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship programs is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

BASIC FUNCTION

To provide general program assistance to Snohomish County Superior Court - Juvenile Division, Youth Enrichment Services Programs.

STATEMENT OF ESSENTIAL INTERNSHIP DUTIES

1. Assists in instructing court ordered youths in a classroom setting in a non-secured building.
2. Assists in explaining program rules and daily expectations.
3. Assists Juvenile Community Corrections Officer's with a variety of transitional programming.
4. Assists in developing daily agendas and curriculum for court ordered youths.
5. Assists the program teacher and teacher aide in daily educational activities.
6. Assists the Juvenile Community Corrections Officer's in daily phone calls and/or emails for various job related duties.

STATEMENT OF OTHER INTERNSHIP DUTIES

7. Assists the Educational Service District teaching employees in GED transitional services;
8. Assists in developing new and innovative approaches to Juvenile Youth Enrichment Services programs.
9. Attends various Superior Court departmental meetings.
10. Attends various Courtroom Hearings.

MINIMUM QUALIFICATIONS

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may provide proof of summer or fall enrollment. Must be enrolled in a program of study that is related to Criminal Justice, Human Services or Education and hold a 3.0 GPA on the date of application.

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SPECIAL REQUIREMENTS

Must sign a confidentiality agreement as a condition of employment.

KNOWLEDGE AND ABILITIES

Increase Intern knowledge of:

- the principles of juvenile detention alternative confinement programming;
- preparing clear and concise reports, both written and oral;
- communicating effectively with difficult populations;
- computerized applications and general office and classroom procedures.

Increase Intern ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population;
- work within a youth classroom environment;
- handle multiple tasks efficiently in a busy classroom and/or office environment;
- independently organize tasks and work in a team environment;
- establish and maintain effective work relationships with all levels of county management and staff, representatives of other agencies and the general public;
- utilize desktop computer applications, such as word processing, spreadsheets, databases, and other network applications as available.

SUPERVISION

Intern will report to a Juvenile Community Corrections Officer, Senior and/or Supervisor as assigned. The work is reviewed through periodic status reports and results obtained.

WORKING CONDITIONS

The work is performed in the usual office and classroom environment and may include field trips to outlying areas.

Snohomish County is an Equal Employment Opportunity (EEO) employer. Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established: September 2014

Revised and Retitled: August 2016

EEO Category: 5 – Paraprofessionals

Intern Wage: Unpaid

Workers Comp:

Intern not receiving academic credit for internship: 6901 Volunteers

Intern receiving academic credit for internship: Not covered. The school authorizing the internship is responsible for coverage