

DSAGC Intern Job Description

Updated 2021

Overview

This is a paid role for two adults with Down syndrome to be a part of the DSAGC Staff Team. The goal of this program is to create a healthy learning environment for our interns and prepare them for future employment opportunities in the community. Interns will work 6 hours a week in the office as well as be available to, on occasion, speak at community events and/or work DSAGC events.

1. Character and Personal Growth Attributes

- Show a respect for others, commitment to quality, integrity, and self-motivation as well as have a positive attitude.
- Relationally, must have the ability to work well with others, resolve conflicts and be trustworthy.
- Be an aggressive learner who is consistently trying to grow both in knowledge and in their competencies.
- Contribute to and model the values and mission of the DSAGC.

2. DSAGC Staff Responsibilities

- Report directly to the DSAGC's Office Coordinator, Amie Lefebvre and Emma Daniels, Adult Matters Engagement Coordinator.
- Submit a bi-weekly online time card and a monthly Staff Report to the Executive Director.
- On occasion, be available to represent the DSAGC and/or speak at some community functions.
- As time permits, attend and be of assistance with any major special events during the course of the year.
- Be flexible and perform other responsibilities as assigned by your supervisors.

3. Office/Program Assistant Duties or Tasks

- Help set-up and/or help clean-up the Hatton Foundation Community Room and Empowerment Center for meetings or events.
- Sort through and distribute mail.
- Write and send thank you notes to key DSAGC stakeholders.
- Make phone calls extending invitations to DSAGC events and/or follow-up calls in support of these events.
- Assist in making copies and putting together packets for various programs.
- Shred old documents and help with other filing needs.
- Be available to help with other tasks. This requires some flexibility and an attitude to help wherever help is needed.

4. Core Competencies/Qualifications

- High School diploma or GED
- **Knowledge of:** office equipment (computer, copier, etc.); phones (etiquette)
- **Ability to:** communicate effectively orally and in writing; keep accurate records; define problems; exercise independent judgment; develop and maintain appropriate working relationships with supervisors, co-workers, individuals with Down syndrome (DS), and general public
- **Skills in:** ability to engage with the Down syndrome community in a welcoming way; general office equipment

5. Learning Assignments

- Once a month, the DSAGC will provide a training session for our interns to help them not only succeed while they are with the DSAGC, but to also prepare them for potential future employment opportunities.

6. Reviews

- Once a quarter, there will be a formal review with the DSAGC Office Coordinator and/or the Adult Matters Engagement Coordinator. The purpose of this review will be to gauge how the interns are doing and to talk about what they can improve upon. We will also discuss what they're learning as well as see how they are feeling in general.