



# The Matthews House

Growing Stronger Together

## Experiential Education Internship

**Reports to:** Experiential Education Coordinators  
**Job Location:** Larimer County  
**Status:** Unpaid internship (course credit, unlimited coffee, and fun office culture available!)

**The Matthews House Mission: Empowering youth and families by growing connection, self-efficacy, and independence.**

**The Matthews House Vision: Igniting a community that is aware, that belongs, and that is self-sufficient.**

**The Matthews House Values: Relationship-centered, Assume the best of people, Own your role, Innovation, Remain curious**

**JOB DESCRIPTION:** Assist The Matthews House staff in engaging youth in meaningful Experiential Education (EE) activities in order to find their spark, enhance interpersonal skills, nurture relationships and develop high quality physical and mental health. Internship hours are possible in the afternoons/evenings, Monday through Friday.

### QUALIFICATIONS:

- Pursuing a Bachelor's Degree from accredited college or university, preferably in Human Services or related field. Applicable experience can be substituted for formal education.
- Demonstrates skills critical to group planning and organization.
- Ability to engage and interact with adolescent participants and adult volunteers attending EE activities.
- Demonstrates skills in program development including curriculum development, connecting to outside resources, and logistics and space management.
- Must have an understanding of trauma and trauma related symptoms of youth and families who have suffered abuse or neglect and may have mental health and/or substance use issues.
- Must have proven organization, time management and team partnership skills.
- Ability to respond safely to emergency situations.
- Must be able to transport and have a clean driving record.
- Skilled in online documentation and use of database systems.
- Knowledge of community resources is helpful.

### RESPONSIBILITIES:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Work with a variety of youth, ages 12-21
- Assist in the development of EE curriculum
- Plan and facilitate transportation for youth
- Work closely with the EE Team

- Engage with youth through creative, active and pro-social activities
- Facilitate activities and lead group discussions
- Build ongoing, supportive relationships with youth

**ADDITIONAL RESPONSIBILITIES:**

- Support and maintain the positive culture of The Matthews House and uphold agency values: relationship-centered, assume the best of people, own your role, innovation, remain curious.
- Communicate professionally and effectively through written and verbal formats.
- Ensure all services provided are within the Matthews House guidelines and policies.
- Perform other duties as assigned.

**SCHEDULE & WORK ENVIRONMENT:**

- Afternoons and evenings will be required to fulfill the duties of this position.
- Services will be provided within the schools, community, and homes.

**BENEFITS:**

- A mission-driven environment with strong staff culture

**EQUAL OPPORTUNITY EMPLOYMENT & AFFIRMATIVE ACTION**

The Matthews House is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability or any other status protected by state or local law.