



**DEPARTMENT** Community Services  
**JOB TITLE** Community Services Intern  
**REPORTS TO** Community Services Coordinator

### **JOB SUMMARY**

Will serve with the Community Services Coordinator to oversee the community food, clothing and Christmas programs.

### **ESSENTIAL FUNCTIONS**

- Accept and track donations from community members.
- Sort and bag clothing donations.
- Move food and clothing between and within buildings.
- Assist families as needed during distribution (Paperwork, finding items...etc.)
- Organize special events as needed.

### **SEASONAL FUNCTIONS (October – December)**

- Call families to arrange interview dates for the Christmas Program.
- Interview families to determine eligibility and create wish lists.
- Coordinate the distribution of donated toys and food.

### **MINIMUM QUALIFICATIONS**

- Is thoughtful and compassionate as will be working with high-needs individuals and families.
- Must have an eye for detail and a willingness to ask for help.
- Self-motivated with the ability to work both independently and within a team environment.
- Ability to lift or move 25 pounds.

### **ADDITIONAL QUALIFICATIONS**

- Experience working with high-needs individuals a plus.
- Language skills (especially Spanish or Arabic) a plus.