Title: Shelter Intern

Organization: Craig's Doors--A Homeless Association, Inc.

To apply: Students can apply by sending a short cover letter, a copy of their resume, and our Craig’s Doors application (http://www.craigsdoors.org/internship-opportunities/) to admin@craigsdoors.org.

Application Deadline: October 1, 2016

Description: Are you passionate about social work? Do you enjoy both independent and collaborative work, and value interpersonal connection? Would you like the chance to gain some hands on experience in an established Emergency Shelter?

Craig’s Place, a local emergency shelter based on UMass’s campus, is a progressive, rapidly expanding organization dedicated to eradicating homelessness within the Pioneer Valley. With over 180 individuals served per year, we are part of a network looking to transform the social services system.

Craig’s Doors has a fast paced work environment, and we are seeking talented and thoughtful individuals who crave learning new skills and aren’t afraid to tackle big projects. As an intern you will work closely with a variety of our staff, and delve into projects that will help both you and us grow. You will meet and build relationships with our amazing guests and learn about the operations that keep a shelter running. This internship also includes sleeping overnight at the shelter 3 nights per week. This will enable you to experience the morning routine with our guests and overnight staff. Our ideal candidate is self-sufficient, calm under pressure, detail and task oriented, possesses good communication skills, and ambitious when it comes to their unique ideas and perspective.

What You Will Learn:

1. About our guests and their stories—this is the heart of our work and what makes it worthwhile.
2. Protocol, procedures, and what makes our shelter unique. Interns will have the opportunity to develop procedures and efficient systems to ensure our shelter runs smoothly.
3. How to organize and run a facility from the ground up.
4. How to complete on site tasks.
5. Create accessible content for future seasons of staff.
6. Assist the Shelter Director in building and presenting trainings and forms.
7. How to network with different entities in the community.

What We Require:

1. Strong oral and written communication skills.
2. Proficient in Microsoft Office.
3. Organized, able to prioritize time-sensitive assignments.
4. Creativity.
5. Interest in both advocacy and operations—we will help train you!

6. Interest in non-profit management and community development.

We greatly value all of our interns and will make sure you receive a learning experience that benefits your education and fits your career goals. You will become knowledgeable in non-profit management, systems creation, and gain an understanding of our guests and how we strive to empower them.

Details: The position begins as soon as you would like (no later than October 1st), and can end in either December (Fall Semester Only), or May (Fall & Spring Semesters). Fall and Spring semesters will each receive a $1,000 stipend. You are expected to work 8 hours a week, plus three overnight asleep shifts, and provide the Shelter Director with weekly updates of your experiences and ideas.