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| **Member Progress Intern AKA “Maven”** |

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| **Volunteer Position** |
| Contact Information: | Ximena Ireta (Volunteer Manager) (E) Ximena@digitalnest.org, (P) 831-818-3048 |
| Internship Periods: | Spring: January-May: September-January (Approx.) |
| Hours:  | 8-24 per week |
| Schedule:  | Variable: Primarily Weekdays 3pm-6pm  Requires telephone and e-communications work on evenings |
| Supervision: | Jacob Martinez (Executive Director) * MA in Structural Technology

 Steve Bean (Enterprise Director)* MA in Education
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| Volunteer Intern Position Description  |

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| Skills Required:  | * Dependable and professional work attitude.
* Strong communication and interpersonal skills.
* Ability to work independently.
* Ability to establish and maintain effective work relationships.
* Sensitivity to diverse racial, ethnic, and/or low socioeconomic groups.
* Desire to work with educational disadvantaged and low-income high school students.
* Present as a good role model for youth: positive character, work ethic, high aspirations, can-do attitude toward technology learning.
* Ability to work at least 8 hours a week
* Ability to travel to program site.
* Basic knowledge and understanding of computer technology (Macintosh or Window system, data entry, spreadsheets, word processing).
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| Skills Preferred:  | * Prior experience doing youth outreach.
* Prior experience doing parent outreach.
* Prior experience doing academic advising and/or tutoring experience working.
* Ability to communicate orally in Spanish.
* Possession of valid California driver’s license.
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| Duties:  | * Work under the direction of the Talent Manager to assess Member progress, provide quasi-mentoring, help Members develop independent progress plans and career exploration with NEST Members on a one-on-one basis.
* Manage a caseload of Members for which the incumbent intern will assess and document individual Members’ goals, aspirations, progress, accomplishments/project work, experiences, barriers/challenges and needs.
* Conduct face-to-face-, telephone- or e-communication-driven check-in meetings with caseload Members on a regular basis (10-20 day intervals depending on Member needs/level of involvement).
* Update and maintain caseload Members’ Progress Portfolios files accordingly; ensure that Member project work is stored in their Progress portfolio.
* Identify ways for caseload Members to showcase their work.
* According to caseload Members’ needs, help those Members translate their NEST achievements into corresponding achievements in other areas, eg help Members earn school or college credit for their NEST work, help them earn volunteer service hours (as appropriate), help them submit project work to competitions, contests or public recognition events, help caseload Members feature achievements on resumes and in applications, et. al.
* Meet with Talent Manager as required/needed to discuss, plan and coordinate advising
* Participate in NEST activities – field trips, workshops, celebrations, etc. - when available and as desired.
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| Checklist:  |

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| Computer  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifKeyboarding  | Filing  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifAlpha  |
|  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifMacintosh  |  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifNumerical  |
|  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifWindows  |  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifColor  |
|  | http://www.careercenter.ucsc.edu/ers/ersimages/unchecked.gifUnix  | Driving  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifCar  |
|  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifWord Processing  |  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifSpreadsheet  |
|  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifDatabases  |  | http://www.careercenter.ucsc.edu/ers/ersimages/checked.gifFingerprinting Required  |
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| Special Comments:  | Special Conditions for the Job:* The internship is based in Watsonville, CA, but much of the work can be done remotely.
* Positions start twice a year – mid-to-late August and early January.
* Must be available to perform Member check-ins on evenings and weekends.
* Must have a functional and accessible e-mail address.
* Must have functional and accessible text messaging capability.
* Must have regular access to a telephone.
* Must have reliable transportation.
* Will be required to fulfill fingerprinting process requirements identical to working in a school district.
* Will be required to provide documentation of having been TB tested within the last two years or have a TB test completed before date of hire and show verification to supervisor and school district.

Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment. CANRA Penal Codes, and related definitions, requirements, and responsibilities may be obtained here: http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001- 12000&file=11164-11174.3 [More](http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3" \t "_blank)  |

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