



Position Title: Opportunity WORKS Intern

Position Description:

HSP seeks an highly driven intern to assist staff in providing participants with the skills and tools necessary to become thriving members of the community. HSP's Opportunity WORKS program helps clients with low employability gain a work history and basic business acumen by providing vocational training opportunities. Gain hands on experience working with marginalized peoples (active drug users, those convicted of violent crimes, etc.)

Majors: Social Work, Sociology, Psychology, Business Administration, etc.

Supervisor: Trisha Sater **Supervisor Phone:** 410-386-6676

Responsibilities:

- Participate in individual case management, assist staff in connecting participants with employers
- Assist participants in setting personal and professional goals
- Help to maintain an orderly storefront environment in the Second Chances free store
- Establish meaningful connections with participants based on mutual trust
- Assist participants in managing Ebay business, Second Chances free store, and Community Garden
- Light clerical work (filing, copying, emails, phone calls, etc.)
- Other duties as assigned

Qualifications:

- Proficiency in basic computer skills and programs, including MS Word, MS Outlook, MS Excel, etc.
- Open to exceptionally motivated High School students (Must be 18 years of age or older)
- In good academic standing with an accredited college or university
- Must be willing to undergo criminal background check
- Must be able to maintain confidentiality
- Possesses strong conflict resolution and de-escalation skills
- Strong written and oral communication abilities
- Must possess the ability to be cautious and tactful in interactions with participants

Hours: Flexible daytime hours available during Fall or Spring semesters. Consult with supervisor for specific hours.

Compensation: This is an unpaid/ volunteer internship. Degree-seeking students may obtain academic credit.

Work Location: 23 W Green St., Westminster, MD 21157. Not accessible by public transit. Must have access to reliable transportation.

Contact: internships@hspinc.org