

Internship Description – Beginning of Life Moldova

ROLE: Shelter Activities Manager Assistant / Outreach Assistant

REPORTS TO: Project Director

COMMITMENT: Three-month program beginning August, 2010

LOCATION: Chisinau, Moldova

THE MANDATE:

To help and assist in the following areas:

Shelter:

- Teach conversational English
- Assist with English writing skills
- Provide training in computer skills
- Tutor
- Assist in coaching Vladimir and the BOL Staff with English skills
- Edit the BOL English newsletter
- General office administrative tasks
- Identify future ministry programs for volunteer/mission groups to BOL
- Assist with art therapy sessions

Outreach:

- Provide support through group activities with the girls living at BOL
- Evening activities
- Participate in discussion groups
- Participate in summer HIV outreach camp

EXPERIENCE AND QUALIFICATIONS:

- Any experience or proved interest on victim care e.g. previous work or started studies in counseling, social work, nursing, psychology etc.
- Any CPR or health courses completed
- Any experience in working with trauma care victims (Preferred)
- Any experience working with post traumatic stress disorder victims (PTSD – Preferred)
- Any experience working with sexual abuse victims (Preferred)

SKILLS, KNOWLEDGE AND ATTRIBUTES:

The ideal candidate will have:

- Strong people management skills

- Well-developed interpersonal skills with ability to interact professionally and earn credibility with all levels of the organization
- High level of integrity; maintains confidential information
- Demonstrated self-starter with a sense of urgency
- Patience and the ability to remain calm in a crisis
- Flexibility to adapt to new roles, tasks, and situations
- Personal Initiative
- Strong observation, analytical, and listening skills