



Internship Description – The A21 Campaign Greece

ROLE: Shelter Manager Assistant / Outreach Assistance

REPORTS TO: Shelter Manager & Operational Manager

LOCATION: Thessaloniki, Greece

COMMITMENT: Eight week program beginning in June 2010

THE MANDATE

To help and assist in the following areas

Shelter:

- Functioning of the shelter facility (this will entail whatever is needed in the shelter on any given day and is subject to change daily)
- Respond to residents' requests/help resolve residents' conflicts
- Arrange and/or coordinate with guests and contract staff as needed
- Coordinate field trips and special events for residents
- Transportation of residents when needed
- Help procurement of food for shelter
- Procurement of clothing and personal items for residents
- Manage meals and preparation of diet requirements
- Facilitation and management of cleaning the shelter
- Facilitate orientation of program, expectations, and rules with new resident and parents (if applicable)
- Action daily activity program, life skill teaching and training

Outreach

- Organize and build teams
- Find sponsorship and funding opportunities
- Arrange and run events
- Weekly outreach centres and areas

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

This 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 organisation.
- 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