



Alternative Community Service Intern

Title: Alternative Community Service Intern
Reports to: ACS Program Manager

Classification: Intern
Salary: For Class Credit and/or Stipend

For 48 years, Volunteer Fairfax (VF) has been the heart of volunteering in Fairfax County. By matching the skills and interests of volunteers and donors to the needs of local nonprofit organizations, VF helps to build a better community through service. Through a variety of programs, the volunteer center strengthens the capacity of our nonprofit members and offers meaningful volunteer opportunities for our citizens.

Purpose:

As part of Volunteer Fairfax's commitment to promoting volunteerism, Volunteer Fairfax administers the Alternative Community Service Program (ACS), which places a broad range of court-ordered clients in community service positions in lieu of a fine or jail time. As Volunteer Fairfax looks to grow the Community Service Program to meet demand, the purpose of this internship is to assist the Alternative Community Service Manager to further develop and strengthen the structure of the program. The intern will assist with client questions pertaining to the ACS Program in person, over Zoom and/or the phone, and will also interact with other non-profits in the DC metro region through research and case management. Based on the intern's developed proficiency with the program, they may have the opportunity to conduct one on one client interviews for placement.

Commitment:

The hours are flexible but preferably the intern would work 10-15 hours a week. The intern will work at the Volunteer Fairfax office, located at 12015 Lee Jackson Memorial Highway, Suite 225, Fairfax VA 22033. This internship requires a minimum of a three month commitment and can be lengthened depending on job performance and intern's preference.

Areas of Responsibility:

- Work closely with the ACS Program Coordinator to expand and strengthen the current ACS program foundation including but not limited to:
 - Find new participating agencies for client placement
 - Strengthen existing relationships with attorneys, probation officers and court
 - Reach out to new probation officers and attorneys for new sources or referrals
- Contact current participating agencies to confirm ongoing participation and update supervisor contact information and other agency specific details, update agencies spreadsheet
- Schedule client intake interviews via Zoom and/or in person

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- Assist with clients' case management by managing due dates, placement and verification of community service hours
- Communicate with court, probation, and attorneys regarding programmatic questions and client referrals
- At the discretion of the ACS Coordinator and based on the intern's performance, potential to interview clients to place them in appropriate locations where they can complete their community service
- Special project developed and discussed based on the intern's field of study and area of interest

Qualifications:

- Independent worker and self-starter
- Ability to develop solutions to complex situations
- Demonstrated interest in a career in social work or criminal justice
- Excellent communication skills (verbal, writing)
- Comfortable interacting with individuals of various cultures and backgrounds
- Ease and familiarity with computers including the Windows platform, including Word, Excel and PowerPoint
- Research skills
- Ability to follow oral and written instructions
- Must be at least a junior in an accredited college or university or show proficiency in client relations
- Prior office experience preferred
- Oral and written fluency in Spanish is helpful, but not required
- Responsible and timely
- Detail-oriented
- Able to work flexible hours as needed

Please send your resume to Penny Franklin, Program Coordinator, with the subject line "ACS Intern Position – your last name" at pfranklin@volunteerfairfax.org. A cover letter is not required but is highly recommended if the resume does not express your relevant skills and qualifications for the position.

Volunteer Fairfax is an Equal Opportunity Employer. At Volunteer Fairfax, diversity, inclusion, and equal opportunity apply to both our workforce and the communities we serve.