

Roca's job is to help young men and women get off the streets, stay out of jail, get good jobs, and create a better future for themselves. We believe that when we ask high-risk young people to make difficult changes in their own lives – to put down guns, to stop selling drugs, to show up to work on time, and become responsible adults – we too must have the courage to do things differently. We have learned that the only way forward is to focus on what works, to let go of what doesn't, and to hold ourselves accountable to the highest standards possible. We don't presume to know better than our young people, we acknowledge that they are the experts in their own lives, and we seek to explore what values are important to them in an effort to reduce resistance and support our young people in cultivating change.

Because our young people matter and deserve access to the best programs and opportunities, we have created a model using evidence-based best practices towards positive outcomes. Our four-part model includes 1) Relentless Outreach, 2) Transformational Relationships, 3) Stage Based Programming, and 4) Engaged Institutions. We utilize Case Management, CBT (Cognitive Behavioral Theory), Peacemaking Circles, Transitional Employment, Workforce Readiness classes (WFR), High School Equivalency classes (HSE), pre-vocational training (i.e. culinary, carpentry, maintenance, custodial and industry-recognized certifications), fitness, and other engagements.

*We look for team members who are mature with excellent boundaries, reliable, willing to learn and grow, flexible, highly self-motivated and have a good sense of humor.*

#### **Volunteer & Intern Duties**

- Depending on your interests and Roca's needs, all or some of the following will be part of your role at Roca. This is to be worked out with your supervisor.
- Assist with delivery of CBT, WFR, HSE, and Permit programming, both in a group and one on one classes in our building and one on one in the community (homes, library, schools, etc).
- Participate in daily check-ins and check-outs, and occasionally attend trainings and team meetings.
- Administrative support, including daily data entry and analysis using our performance based management system Efforts to Outcomes (ETO), program supply organization and preparation, answering and directing calls and visitors including young people, staff, and community partners, support reconciliation of program expenses, etc.
- Participation in regular programming including peacemaking circles, community outreach, field trips, playroom support (Young Moms Program) and general engagement of young people, families, and community partners.
- Special projects based on student's interests and need of organization, some examples have included supporting curriculum development, creating reference materials for young parents, homeless resources, substance abuse resources and referrals, working on policy and advocacy research & analysis, etc.
- Other tasks as they come up and are assigned by supervisors. Please note that most Roca frontline volunteer and internships are approximately 75% administrative and 25% direct service.

### **Roca Intern & Volunteer Requirements & Policies**

- Adhere to all Roca program policies and procedures.
- Complete the application and screening process. Fill out all required paperwork.
  - Application cycles are as follows:
    - Fall Semester: Applications Due July 15<sup>th</sup>
    - Spring Semester: Applications Due November 15<sup>th</sup>
    - Summer Semester: Applications Due April 1<sup>st</sup>
- Complete a full-day Volunteer & Internship Orientation. There will be one training in each district in January, May and September. If you are unable to make the training, you will have the option of video conferencing in. If that is not possible, you may apply for the following application cycle.
- Communicate regularly with program staff, submit activity information, and take constructive feedback.
- Volunteers and interns are required to commit to a minimum of 4 hours per week for a minimum of 3 months with Roca. Candidates who can commit to 6 or more months are given priority.
- Be highly organized, self-motivated, and have excellent boundaries. Computer literacy, ability to learn data entry, and proficiency in Microsoft Word, Excel, and PowerPoint are required.
- Hours and supervision will depend on each intern/volunteer's requirements and Roca's needs. If at any point the intern or Roca determines that the position is no longer a good fit, Roca will support you in transitioning elsewhere.
- Given that Roca works with the highest-risk young people, all interactions between volunteers/interns and participants must be professional and intentional. Interns & Volunteers are not permitted to share their phone number, social media accounts or personal e-mails with Roca participants (unless given explicit permission from BOTH your supervisor and Jen Garcin). All volunteers and interns are provided with Roca e-mail accounts for communication with their supervisor, team and participants.
- Volunteers and interns must be 18 years or older.
- Spanish-speaking applicants are strongly encouraged to apply.

**To Apply: e-mail your *completed* application, resume & cover letter to [volunteer@rocainc.com](mailto:volunteer@rocainc.com)**

\*All internships and volunteer positions are unpaid. Internships require you to receive school credit. Otherwise, please use the volunteer application.

Your application will be reviewed following the application deadline. Only fully completed applications will be considered. We will be in touch with candidates who are selected for an interview. Because we are super busy serving young people and receive a high volume of applications, we unfortunately cannot respond to all applicants.