



CREATING A YOUTH  
CULTURE BASED  
ON THE LOVE OF  
JESUS CHRIST

## Non-profit Organization Intern

### Description:

Refuge Youth Network is a Christian non-profit organization located in Altoona, PA. Our mission is to create a youth culture based on the love of Jesus Christ. Refuge serves the youth and families of our community by providing Spiritual Direction and Social Support to teenagers (6<sup>th</sup>-12<sup>th</sup> grade) through our four youth non-profit organization campuses, after-school programming, and evening activities around Blair County. Refuge Youth Network is a non-profit organization focusing on outreach to youth that may not have any understanding of Christian Faith and often come from disadvantaged backgrounds.

### Job Description

#### Direct Supervisor:

**Micah Marshall**  
Refuge Youth Network  
Executive Director

#### Indirect Supervisor:

**Arin Hunter**  
Refuge Youth Network  
Operations Manager

### Employment Classification:

Part-time internship, assigned hours per week, with at least several days a week on site. Full-time employment opportunities are open for discussion with Directorial Staff and the Refuge Youth Network Board of Directors following internship employment. This is designed to be a non-profit/ministry-based internship for those looking to work for a non-profit or future ministry-based jobs.

### Compensation:

Compensation for the internship is available through hourly pay with our partnered organization. Housing may be available upon request.

### Expectations:

The intern will meet together with the directorial staff on a basis that works with the intern's schedule. This should occur no less frequent than weekly.

This time will involve the following:

- Direction and vision for the student non-profit organization will be explained so the intern understands the focus of the non-profit organization and where it is going.
- Possible Prayer/Bible Study will occur in order to challenge the intern to grow in his or her faith.
- The intern will have a reflective journal, which will serve as an evaluation, and growth-oriented tool for both the intern's personal growth and the enhancement of future intern programs. The journal will be discussed on a monthly basis.
- Meeting together weekly will provide times to share significant events that are occurring in the intern's life and allow a time from which a positive relationship can be developed with the Campus Director and Directorial staff.

The intern will help evaluate periodically Refuge Youth Network's strengths and improvement areas.

Responsibilities for the intern will be developed according to God's leading in the person's interest/passions and organization needs.

The intern will organize, plan, and execute regular student events under the supervision of the Directorial staff. Possible events include:

- Outreach events for large or small groups of students
- Specific duties assigned for upcoming events
- Specific duties assigned for after-school activities and Student Life Programs (SLPs)
- Other areas according to the talents/gifts of the intern

Attendance at Refuge Youth Network Staff/Leadership meetings will be expected. These meetings provide opportunities for the staff to pray and grow together. An important part of the intern experience will be growing alongside student staff.

Assist in campus organization connections so that we are reaching out to students and supporting them in their growth in Christ.

Build relationships through contact with students. This can be done in several ways including, but not limited to the following.

- Attend school events: Concerts, sporting events, theater plays, etc.
- Tailgate before sporting events
- Go out to eat with students after school or during the day in the summer.
- Invite students to do something outside of Refuge Youth Network. \*Must Follow Refuge Youth Network's Guidelines of Safety\*
- Make a phone call/ text/ social media contact
- Write a note and drop it off at home or mail it to them
- Visit a student at work

Interns will be utilized for the recruitment of potential people to work with Refuge Youth Network students. Interns during their time with Refuge will seek to add to the volunteer base of Refuge Youth Network by looking for perspective leaders in the local community. Interns will help the Directorial Staff find opportunities to make announcements at local churches, community events and with other organizations.

Opportunities for broader exposure to organizational management will be available for the intern as well. This could include attendance at board meetings, church presentations, work trips with staff, juvenile probation meetings, local community events, etc.

The intern will be required to work at whatever the discussed or assigned hours are. More time can be invested upon discussion with the Executive Director. It will be expected that the intern will understand that a personal growing faith, family matters, and class work are to be the intern's primary focus. The intern will receive compensation determined by Refuge Youth Network and their partnered organizations.

***Please contact Micah Marshall, Refuge Youth Network Executive Director, by email at [micah@refugeyouthnetwork.org](mailto:micah@refugeyouthnetwork.org). Please attach a cover letter and resume.***

600 Ritts Rd  
Altoona, PA 16601  
[www.refugeyouthnetwork.org](http://www.refugeyouthnetwork.org)  
814-889-9113



# INTERN APPLICATION

Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_ Age: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

## **Education:**

High School: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

College : \_\_\_\_\_ Current Study: \_\_\_\_\_

Do you own a reliable vehicle? Yes or No

Any traffic violations/accidents within the past 3 years? Yes or No

Are you willing to drive for ministry functions? Yes or No

## **Social Media Handles:**

\_\_\_\_\_ (Tik Tok)

\_\_\_\_\_ (Snapchat)

\_\_\_\_\_ (Instagram)



# INTERN APPLICATION

## Church Background:

Church currently attending: \_\_\_\_\_

How long have you been attending your church?: \_\_\_\_\_

Describe your personal relationship with Jesus:

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What church ministries have you been involved with?:

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Have you been disciplined by a local church for anything that would hurt this ministry or tarnish the reputation of Refuge Youth Network?

Yes or No

What two greatest strengths do you bring to this ministry?:

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What are your two greatest weaknesses you feel may hinder your ministry?

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# INTERN APPLICATION

**Why do you want to intern with Refuge Youth Network?**

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**Three References:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**What skills, hobbies, passions and talents are you willing to share with Refuge Youth Network?**

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# INTERN APPLICATION

**Legal:**

Have you ever been convicted of a felony?

Yes or No

If so please explain:

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Have you ever been accused of child abuse?

Yes or No

If so please explain:

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Do you have any conditions or medical diagnoses that would prevent you from working with Refuge Youth Network?

Yes or No

If so please explain:

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Will you allow Refuge Youth Network to conduct a Pennsylvania Background Check, Child Abuse Clearance Check, and FBI Background check (If applicable).

Yes or No