

Franklin County Juvenile Detention Facility
Internship Openings

Deadline: Open Posting--Submit applications no later than 4-6 weeks prior to the start of the quarter of desired internship

Department: Programming

Hours: Flexible, min. of 8 per week

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The Franklin County Juvenile Detention Facility is a short-term and secure residential facility for juvenile offenders who are awaiting Court action. The facility provides housing, uniformed clothing, medical care, a nutritionally balanced diet, education, recreation, and programming to their youths during their stay.

As an intern your duties may include:

- Assisting with Wide Range Achievement Test testing of small groups.
- Assist in creating and passing out daily activity schedules
- Assist in scheduling & monitoring speakers
- Assist in basic office duties, incl. filing, typing, copying and inventorying
- Work on the Book Review Committee.
- Assist with the Work Program
- Creating/leading educational programs with the youth, incl. running the Media Room (library)
- Creating/leading craft projects with the youth
- Assist in setting-up & supervising community service projects for the youth
- Proposal & Grant writing

In addition to working with the programming staff, you will also have opportunities to observe other areas of the juvenile system. At no time will interns be with youths unsupervised.

We ask that you commit to a number of hours based on your internship program requirements. We recommend having at least 5 hours per week. The schedule is flexible but we ask that you maintain a consistent one. The best opportunities to work with the youth, however, are after 2:30 and on the weekends (during the summer, noon and after).

You will be required to pass a drug screen and record check in addition to completing a Volunteer/Intern Application. Please allow for a few weeks for the aforementioned. This is an unpaid internship.

We also have volunteer openings. Duties and opportunities are similar. Volunteer/Intern Application must be completed.