



## Intern Job Description

**Name of Organization:** Ellen Hines Smith Girls' Home

**Position Title:** Intern

**Number of interns needed per semester:** One

**Major Objective (s):** To gain knowledge of the non-profit organization in the areas of administration and program; to help the organization with grant writing and research.

**Duties and Responsibilities:**

1. Under the supervision of the Business Manager, assist the organization in grant writing and fund raising.
2. Assists in the operations of the Agency.
3. Provides assistance such as tutoring, guidance, and supervision to the clients two days a week.

**Qualifications and Requirements:** Related field such as Non-Profit Organization, Sociology, or Psychology from accredited college or university.

**Orientation and Training:** N/A

**Schedule (Times) and Place of Work:** Flexible - Ellen Hines Smith Girls' Home

**Commitment Required:** 135 hours

**Benefits:** Unpaid internship. Free meals and drinks at work.

**Challenges:** Clients reaction and behavior. All of our clients have history of behavior and/or emotional problems.

**Satisfactions:** It is very rewarding when you can make a difference in the client's life and future.

Want to see this semester's internship opportunities?  
Please contact Dr. Ricke-Kiely.  
864-503-5754  
[tricke-kiely@uscupstate.edu](mailto:tricke-kiely@uscupstate.edu)