

**JOB TITLE:** Work Readiness Intern  
**REPORTS TO:** Director of Work Readiness  
**DEPT:** Administration

**STATUS:** Business or HR Student Major  
**SCHEDULE:** Varying  
**UPDATED:** March 2017

*Springs Rescue Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of SRM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values.*

### **SUMMARY OF POSITION:**

We have a great opportunity for students in Business or Human Resources. This internship will work with the Work Readiness Director to create training manuals for all levels of Work Readiness students in a variety of departments. You will support and work with instructor/supervisors to determine best practices for their specified departments training. Attendance at various Work Readiness meetings or workshops might be assigned as needed; other tasks may be assigned based on an individual's availability and programmatic need.

### **DUTIES AND RESPONSIBILITIES:**

- Prepare Template for Training Manuals
  - Work with the Director of Work Readiness to create and prepare a template for all Work Readiness training manuals
- Work with Instructor/Supervisors
  - Interview Instructor/Supervisors on best practices for training in their respective departments
  - Document interviews
  - Create drafts for all levels of Work Readiness training in each department (3 levels for each department; Work Assignment, Work Development, Work Readiness)
- Create Manuals
  - Determine step process for training from interviews and template drafts
  - Create complete manuals for each department to include all levels of training

### **SKILLS AND QUALIFICATIONS:**

- Mature Christian with a good familiarity with God's word
- Able to work alongside department leads and create formalized training processes
- Organized (people and task oriented); possess strong written, oral, and interpersonal communication skills
- Strong computer skills in Microsoft Office including but not limited to Word, Office and PowerPoint

### **EDUCATION/EXPERIENCE:**

- Experience in creating step processes of training
- Previous experience working in business, education, or human resources a plus

### **WORKING CONDITIONS/PHYSICAL FACTORS**

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

Climbing stairs – *occasionally*

Walking between SRM buildings – *occasionally*

Work environment is primarily indoors within an office or computer center setting

**EQUIPMENT/TOOLS USED**

- Computer
- Phone
- Fax
- TV/DVD