



JOB TITLE: Family Resource Center Intern

REPORTS TO: Family Resource Center Program Manager

DEPARTMENT: Foster Care Prevention Services

STATUS: Internship

POSITION SUMMARY:

The Family Resource Center Intern will support the Program Manager and Family Support Specialist in delivering prevention services, community outreach, and resource referrals to at-risk families in Fayette and Spalding Counties. The intern will gain valuable hands-on experience in family services, case management support, program development, and community engagement.

This is an excellent opportunity for students or recent graduates in Human Services, Social Work, Psychology, or related fields to build practical experience in a professional social services setting.

MINIMUM QUALIFICATIONS:

- Currently pursuing or recently completed a Bachelor's degree in Human Services, Psychology, Social Work, Sociology, Child and Family Studies, or a related field
- Passion for working with children and families in underserved or high-risk communities
- Strong communication, organizational, and interpersonal skills
- Cultural sensitivity and ability to work with diverse populations
- Basic proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Reliable transportation for possible travel to community events or family homes (mileage reimbursement may be available)
- Must pass background check and any required clearances

LEARNING OBJECTIVES:

- Understand the structure and services of a Family Resource Center
- Gain insight into the challenges faced by at-risk families and the role of preventive support
- Develop skills in community outreach, program coordination, and case documentation
- Learn about strength-based practices like the Strengthening Families Framework, and evidence-based practices like the Triple P (Positive Parenting Program)

PRIMARY RESPONSIBILITIES:

- Assist with planning and coordinating outreach events, community presentations, and culturally sensitive activities
- Support the Program Manager and Family Support Specialists in developing Family Support Plans and tracking client progress
- Conduct follow-up calls or check-ins with families as part of ongoing case support
- Help maintain resource directories, referral lists, and intake documentation
- Attend community events to distribute information about the Family Resource Center's programs
- Assist with data entry, reporting, and maintaining client confidentiality
- Support volunteer recruitment and coordination efforts
- Perform general administrative tasks such as filing, copying, and organizing materials
- Other duties as assigned by supervisor

WORK ENVIRONMENT: This job operates in a professional office environment. The Family Resource Center Intern role is a part-time internship requiring flexibility. Some weekends and nights may be required. Travel throughout the south metro Atlanta area, Fayette County, Spalding County, and surrounding areas.

I have read, understand, and agree with the position description for Family Resource Center Intern.

Print Name:

Intern Signature Date

Witness Signature Date