

Basic Needs Assistant Internship Job Description

Overview:

Bright Futures for Youth (BFFY) is providing a one-year paid internship for the role of Basic Needs Assistant to support youth with clothing and food needs. This is an ideal position for a person who is new to the non-profit and/or social services field and is eager to learn how to work on projects that directly benefit youth and families in need while maintaining their dignity.

No previous experience is necessary, as the applicant will work closely with Special Programs Director and receive training in a variety of skills and responsibilities to become an integral part of our clothing and food programs. This is a part-time, non-exempt internship position for one year, and is supervised by the Special Programs Director.

Duties:

This position plays both support and leadership roles in BFFY's food pantry and clothing programs. Responsibilities include, but are not limited to:

Clothing Closet

- Sorting and organizing clothing donations
- Examine items for any defects including holes, stains, or other issues
- Launder dirty items, prepare rejected goods for proper disposal
- Keeping the clothing closet area clean and organized
- Assisting youth with picking out clothing if needed
- Performing inventory on hygiene products, socks and underwear so more can be ordered when needed
- Other duties as assigned

Food Pantry

- Keep pantry clean and organized
- Ensure shelves are well-stocked, and that there are bags of "ready to eat" foods ready to distribute
- Help youth and families "shop" for food or grab "ready to eat" bags
- Ensure accurate record keeping in accordance with the Kitchen and Nutrition Manager's direction
- Other duties as assigned

Cinderella Project

- Sorting and organizing formal wear donations
- Examine items for any defects including holes, stains, or other issues
- Launder dirty items, prepare rejected goods for proper disposal
- Help keep project site clean, organized and visually appealing
- Go through inventory a few times a year and remove items that are out of date, in disrepair, etc.



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- Assist in organizing community events. This will include creating flyers, planning events, coordinating snacks and drinks, decorations, working the events, clean up after events, etc.
- Other duties as assigned
- Working alongside and guiding our BFFY volunteers.

Qualifications:

- A love of fashion and clothing
- Attention to detail, ability to multi-task and follow up
- Ability to sort, fold, hang, and organize clothing
- Ability to stand in one place, twist and bend repeatedly for long periods
- Ability to connect with our clients, make them feel welcome, comfortable, empowered
- Ability to lift 30 lbs. safely, possibly multiple times a day
- *Because this is a grant-funded internship, the grant requires that the intern be between the ages of 16 and 30.*

Skills:

- Able to work well on a team and independently
- Excellent communication skills
- The ability to follow directions
- A positive, growth mindset
- The ability to ask for help or retraining when needed
- Effective organizational and time management skills
- Flexibility to switch tasks as needed and prioritize multiple tasks
- Good problem-solving skills
- Proficiency in use of computers (i.e., Microsoft Office programs, data entry, etc.)