

VOLUNTEER



FRANCIS LAUER  
A YSS ORGANIZATION

## CLIENT SERVICES INTERNSHIP

### **Position Description:**

YSS is in need of an intern to help with administrative tasks in our outpatient treatment clinic. Duties include scanning client documentation into the electronic medical record, answering incoming calls, and other administrative support as needed.

### **Location:**

Family Life Center – 125 S 3<sup>rd</sup> St, Ames IA, 50010

### **Qualifications**

- Self-starter, flexible, takes initiative, and capable of getting things done with little supervision
- Excellent attention to detail

### **Training & Supervision:**

- Will be under the direct supervision of the Client Services Coordinator
- Must attend an orientation to cover YSS policies regarding confidentiality, drug-free work environment, and child abuse reporting.

### **Time Commitment/Requirements:**

- 5-7 hours per week
- Work must be performed during the week
- Must report hours to volunteer coordinator on a weekly basis

### **How to Apply:**

- Email [volunteercoordinator@yss.org](mailto:volunteercoordinator@yss.org) if interested
- A background check is required.
- Questions should be directed to the Volunteer Coordinator:

Allison Dietzenbach  
YSS Volunteer and Events Coordinator  
420 Kellogg Ave, Ames IA, 50010  
[volunteercoordinator@yss.org](mailto:volunteercoordinator@yss.org)  
515-233-3141 Ex. 4476

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