

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 3rd 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 weekly

How to Apply:

- Fill out an intern application by going to <http://www.yss.org> and clicking on “Get Involved > Give Time and Talent”.
- A background check is required for all internships.
- Questions should be directed to the Volunteer Coordinator:

Sarina Flathers
YSS Volunteer Coordinator
420 Kellogg Ave, Ames IA, 50010
volunteercoordinator@yss.org
515-233-3141 Ex. 4476

YSS provides hope and opportunity by putting kids first. Learn more at yss.org.