

VOLUNTEER



FRANCIS LAUER
A YSS ORGANIZATION

CLIENT SERVICES INTERNSHIP

Apply by emailing your cover letter and resume to Mark Vasquez at mvasquez@yss.org

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

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