

CANOPY CENTER

Job Description



Program/Administration	Parent to Child		
Location	2445 Darwin Road, Ste. 15, Madison, WI		
Job Title	Parent to Child Intern		
Reports to	Emmy Lita	Title	Parent to Child Program Director

Type of Position	Time Commitment
<input type="checkbox"/> Full-time	<ul style="list-style-type: none">• Minimum of 1 semester commitment
<input type="checkbox"/> Part-time	<ul style="list-style-type: none">• 10 hours of initial training
<input type="checkbox"/> Limited-term Employee	<ul style="list-style-type: none">• Minimum of 1 weekly (two hour) visit
<input checked="" type="checkbox"/> Intern	<ul style="list-style-type: none">• Visits typically take place evenings or weekends
<input type="checkbox"/> Volunteer	<ul style="list-style-type: none">• Hours flexible to meet the needs of the internship

AGENCY VISION AND MISSION

Our vision is to give every person an opportunity to have a voice in identifying and addressing their needs; and to provide social connections, to fully develop their sense of self and community.

Our mission is to help strengthen families and support children, teens, and adults impacted by trauma and adversity.

POSITION SUMMARY

The Parent to Child program provides supervised services to families in CHIPS (children in need of protection and services), as well as families in the Family Court System. Our goal is to provide parents with additional opportunities to spend time with their children in homes, in the community, or within our agency, with the hopes of finding permanence for the child/ren. Interns and volunteers observe these interactions and give objective reports, while also serving as a mentor and advocate for the parents and families.

QUALIFICATIONS

- Must be at least 19 years old
- Complete a Volunteer Application, clear a background check, and attend an interview
- Attend trainings specific to the internship position
- Ability to work with a diverse population
- Ability to maintain confidentiality and objectivity
- Access to reliable transportation
- Effective oral and written communication

Preferred Knowledge and Skills

- Basic understanding or education in family relationships and dynamics
- Basic understanding or education in child development
- Bilingual candidates strongly encouraged to apply

DUTIES

- Coordinate and facilitate visits, including maintaining contact with parents, children, foster families, social worker/case manager, and Canopy Center staff
- Observe and report on parent interaction with their child during scheduled visits
- Document and submit all visit notes in a timely manner
- Attend trainings, case reviews, staff, or agency meetings
- Provide support and resources to families as needed

EDUCATION & LICENSURE REQUIREMENTS

- High School Diploma or GED
- Must be enrolled in undergraduate or graduate level academic program

TO APPLY

- Visit our website: www.canopycenter.org
- Or contact: volunteercoordinator@canopycenter.org

REVIEWED BY	Title
APPROVED BY	Title
CANDIDATE HIRED	DATE HIRED