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Summer 2025 Impact Interns Position Description

Organization Information

Organization Name: Georgetown Ministry Center

Address: 1041 Wisconsin Ave, NW, Washington, DC 20007

Website: <https://georgetownministrycenter.org/>

Mission Statement: Georgetown Ministry Center guides service-resistant, chronically homeless individuals towards stability through provision of a safe and welcoming environment where everyone is treated with respect, street outreach, and advocacy for the homeless. *We seek lasting solutions to homelessness one person at a time.*

Position Logistics

Intern Preference: No preference

Start and End Date: Approximately May 26, 2024- August 15, 2024

Hours per Week: 20

Number of Weeks: 10-12

Expected Daily Hours: Flexible

Important Availability Dates: N/A

Location: In-person

Position Information

Core Technical Skillset:

- Program Management - includes program design and overseeing day to day program operations

General Duties and Responsibilities:

- Support Drop-In Center Operations: greet and check in guests, manage shower and laundry queue, support meals services, support guests access to computers, etc.
- Support guest services including: process requests for vital documents (birth certificates, IDs, etc), provide housing and shelter referrals, and connecting individuals to services with a warm handoff
- Pair with Street Outreach Coordinators to walk Georgetown and connect with individuals on the streets
- Building meaningful relationship that support the informal support structure of socially isolated individuals

Specific Deliverable(s):

- Manage the summer clothing distribution program, ensuring that all donated clothing that comes in gets to the guests who need it
- Summer clothing distribution program entails:
 - o Keeping inventory of existing and incoming clothing donations
 - o Maintaining an organized clothing closet so items are easily accessible to all staff
 - o Hosting a weekly clothing distribution so guests are able to select items they need
 - o Tracking items and sizes that are most commonly requested
 - o Offering ideas and opinions about sustainable ways to maintain structure and organization with clothing distribution at the conclusion of the internship

Qualifications :

- Excellent verbal communication skills
- Ability to interact and work closely with people experiencing homelessness, trauma, mental and behavioral health symptoms.
- Maintain client confidentiality
- Knowledge of local community resources
- Comfortable being around people exhibiting substance use behavior symptoms
- Uphold the high ethics, values and customer service standards of Georgetown Ministry Center

Physical Demands of Position: N/A