Relief Staff Internship

*New Beginnings – A Home for Mothers*

**Job Description**

Position: Relief Staff for *New Beginnings-A Home for Mothers* located in Milwaukee, WI (a not-for-profit organization sponsored by Christian Life Resources located in Richfield, WI). This is a position for a single female who is attending college/graduate school or looking to fulfil internship hours.

Description: The Relief Staff Intern is part of a team that operates the ministry of *New Beginnings-A Home for Mothers*. The relief staff will be on-call and take over the resident supervisors' duties when they are off duty. The position is part-time and would require you to stay on site Wednesday nights, and every other weekend. This internship has is a great opportunity for students interested in counseling, education, social work, etc. to gain valuable experience while receiving the additional benefits of housing and utilities.

**Hours:** Wednesday Nights: 8 pm-8am

Saturday 10am-8am (Sunday Morning)

Sunday are 8am-8pm

These hours are flexible. You can decide the hours you would like to work within the listed time frame. For example, you could choose to work the whole night on Wednesday from 8pm-8am, or you could work 8pm-12am depending on what works best for you.

Job Responsibilities:

* Help the staff accomplish the objectives of the ministry as well as with organizational projects, cleaning, minor maintenance items, and providing general encouragement to the residents as needed
* Assist with covering Wednesday evening and weekend hours by ensuring the residents are following the rules, signing in and out, and checking in by curfew.

#### Assist in ensuring that the facility remains a safe, calm environment and provide discipline when needed

#### Lock/unlock the common areas, answer the door, set the lockbox and alarm at night

* Remain on site during on-call hours and be available to residents
* Respond to emails, texts, and calls in a timely manner

#### Provide transportation using own car in the event of an emergency

Job Requirements:

* Must possess a love for God, His Word and His people; preferably accept the doctrine and be in good standing with a congregation in fellowship with the Wisconsin Evangelical Lutheran Synod
* Must have the ability to assume responsibilities with a level of discipline which reflects an allegiance to the mission and vision statements of *New Beginnings;* work well with all other staff at *New Beginnings,* as well as, other Christian Life Resources’ staff members to both receive and serve as an encouragement for each other
* Must be a great communicator
* Valid Driver’s License
* High School Diploma

#### **Special Note:** As a general rule, the Relief Staff Intern is NOT to provide child care services or personal transportation for residents except to church, New Beginnings group activities, or in case of emergency. Residents are encouraged to find their own child care services and to use public transportation.

**Resident Supervisor Benefits**

This is an unpaid position, but it can be counted towards internship hours for those attending college or graduate school.

Accommodations:

* A furnished bedroom attached to the office apartment which includes access to a kitchen, bathroom, and dining room area. (located on the premises of *New Beginnings*)
* All apartment utilities paid including electric, gas, water/sewer and internet access
* Free parking

**Special Events:**

* It is recognized that interns sometimes have family events or pre-scheduled activities that require their attendance. With sufficient notice to make scheduling adjustments for the other staff at *New Beginnings,* the *Relief Staff Intern* can take time off from *New Beginnings* for short periods of time.
* There is flexibility in these provisions for special circumstances. It is most helpful for a volunteer to announce any special event needs she might have as soon as they are known.

**For questions or to apply email Madison Schulz at madisons@homeformothers.com**