INTERNATIONAL INSTITUTE
SAINT LOUIS

Semester/Year: Fall 2008

Number of Open Positions: One

Volunteer Job Description – MSW Practicum Student

Request Date: **Target fill date:** 9/2008

Job Title: MSW Practicum Student

Objective: Assist in leadership of community coalitions and agency projects

Department: Senior VP for Individuals & Families

Volunteer Supervisor: Suzanne LeLaurin, LCSW

Location: International Institute office, 3654 S. Grand, St. Louis 63118

Time commitment: Minimum 16 hours/week AND minimum 240 hours, 9-5 p.m., Monday-Friday

Responsibilities: Work closely with SVP in one or more of the following: (1) Ongoing organizing for St. Louis Rescue and Restore Coalition, an anti-human trafficking community-based coalition; (2) agency management project based on student interest, e.g.: risk management, strategic planning, program evaluation, human resource development; (3) coalition-building in St. Charles County, southern IL or southwest St. Louis County.

Qualifications:

- Strong preference given to 2nd year MSW student (concentration level practicum). If foundation practicum, **MUST** be pursuing management specialization or concentration **AND** have prior macro experience.
- Access to car (mileage reimbursement provided)
- Self-starter & ability to work independently between weekly supervision

Training Requirements:

- Required: New Volunteer Orientation
- Optional but encouraged: New Staff Orientation (covers services at agency)
- Other training is on-the-job with supervisor

Benefits to Volunteer: Skills and knowledge obtained:

- Administrative and interpersonal skills in building and maintaining community coalitions
- Knowledge of community organizations in St. Louis engaged in services to New Americans
- Advocacy skills related to needs of New Americans and/or victims of human trafficking
- Engagement with non-traditional human service collaborative partners (e.g., law enforcement, legal services)
- Administrative and interpersonal skills in implementing agency-wide project
- Knowledge pertinent to selected agency management project

Volunteer Signature: _____ Supervisor Signature: _____
Date: _____ Date: _____