



THOMAS  
DUNN  
LEARNING  
CENTER

**Job Title:** Social Work Practicum Student/Intern

**Job Description:**

Students can choose one or more areas to focus on during their practicum, based on their areas of interest and the amount of hours they are able to commit. It is important that the student not overcommit by choosing to take on too much. Possible areas of focus include:

- High School Equivalency programming, adult education, literacy, school-aged tutoring or school support, economic mobility
- Youth programming, Southside Youth Council (youth leadership), The Place (youth drop-in center), case management, youth advocacy
- Fund development, donor management
- Grant-writing, grant implementation, data collection and documentation, reporting
- Community engagement, civic involvement, community-led programming, community coalitions

**Job Summary:**

During the introductory period, the student should be given a tour of the Dutchtown neighborhood with an emphasis on other social service agencies and important businesses. A brief history of the area and organization will be provided. When possible, the student should be introduced to key stakeholders in the community. The student should familiarize themselves with community information, such as online neighborhood groups and the [www.Dutchtownstl.org](http://www.Dutchtownstl.org) website.

Following in the chosen area, the student will plan activities related to their area of interest that align with their Learning Agreement requirements. Students will create a schedule that allows for direct work within their program area as well as time for independent work, research, and project-based learning. Students may partner together or with a staff member to work on a project if they choose.

All students must choose a method of organizing their notes and other materials and present it to their supervisor. They must come to supervision prepared with an agenda that can include: progress on



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current projects, future plans, challenges they are facing, progress or proposed changes to their learning agreement, and their upcoming schedule for completing their hours.

### **Specific Requirements:**

- Choose one program to focus on and work alongside the supervisor of that program
- Schedule time to work directly with TDLC members in your chosen area of interest (The Place, HiSET, SSYC, etc)
- Work to connect and create a professional relationship with the members of TDLC and its partners
- Familiarize yourself with programs and events offered at TDLC, introduce new members and visitors to the center, and provide information, tours, and referrals as needed
- Practice the intake process of enrolling a new member
- Represent TDLC and its programs in the community through a public event, a community coalition, or at an event hosted at TDLC
- Read the Operations Manual for guidance on your position and to understand the structure of the organization
- Attend trainings related to areas of interest, as needed (refer to the list of suggested professional development in the Operations Manual)
- Research and become familiar with the best practices for your focus area

### **Suggested Activities:**

- Create or revise a program document or policy/procedure related to your program area
- Attend the Near Southside Coalition, Youth Provider Coalition, Gravois Jefferson Historic Neighborhood Plan Subcommittee meeting, Community Empowerment Committee meeting, ABC Today meeting, or another community meeting
- Review research used in developing your program area (available in binders and on the Google Drive)
- If applicable, read the Youth Program Manual and The Place Manual
- Research local or statewide legislation or initiatives that will impact your program area (Medicaid Expansion, Cure Violence, school choice, etc)
- Read relevant materials to your program (Ferguson Commission Report, For the Sake of All Report, Gravois Jefferson Historic Neighborhood Plan, etc)
- Create an informational flyer or poster regarding a topic of interest that is relevant to members of TDLC or staff
- Research community demographics, particular strengths and challenges, and area resources programs for community members
- Participate in data collection and use Trax Solutions (or other software) for inputting membership information

- Prepare a grant proposal or reporting documentation
- Prepare a major donor “ask”
- Help guide a fundraising campaign

**Additional Skills:**

- Organizational Skills
- Community Outreach
- Public Speaking
- Ability to use Google and/or Microsoft Office suite

**Minimum Qualifications:**

Our ideal candidate will be culturally competent, assertive, imaginative, kind, and receptive to feedback. They need to be good at communicating with a variety of audiences, at initiating conversations, and at conducting community outreach. They should be comfortable and like working with teenagers and adults.

**Contact:**

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