



Intern Code of Conduct

PURPOSE

The Real Life program empowers youth—primarily from refugee and immigrant backgrounds—by teaching practical life skills through engaging, hands-on activities. Interns play a vital role in this mission by leading programming at one Real Life partner site. Interns facilitate lessons, manage volunteers, build relationships, and provide tutoring and homework help.

LOCATION

Each intern is assigned to a single Real Life site. Click here to see sites: <https://www.reallifeut.org/real-life-sites>.

KEY RESPONSIBILITIES

- Attend all Real Life trainings and staff meetings.
- Commit to consistent attendance at your assigned site (2 days/week, November–May).
- Facilitate Real Life lessons and support students during tutoring/homework time.
- Lead, mentor, and manage volunteers; track attendance and verify hours.
- Ensure a safe, inclusive, and respectful environment for all participants.
- Communicate regularly with site staff and Real Life Directors; report issues or concerns.
- Attend weekly office hours at Youthlinc to plan lessons, follow up on site needs, and check in with program staff.
- Manage program materials and return supplies to the Youthlinc office as needed.
- Take photos for grants and social media (following all privacy guidelines).
- Maintain professional boundaries (no personal social media interaction with participants).
- Refrain from phone use during programming unless for Real Life business.

REPORTS TO

Real Life Director and Associate Director

DURATION

- **Hiring & Training:** Interns are hired August–September and trained September–October.
- **Programming:** Runs October through May.

APPLICATION PROCESS

Applications are accepted on a rolling basis, with interviews conducted in August. Final selections will be made by mid-September. Early applications are encouraged.

TIME COMMITMENT

- **September–October:** 2 hours/week (training assignments and attendance at intern training)
- **October 4th–May:** 5 hours/week
 - 4 hours/week at site (2 days/week, typically M/W or T/Th)
 - 1 hour/week office hours at the Youthlinc office

QUALIFICATIONS

- ✓ Passion for education and youth development
- ✓ Strong leadership and communication skills
- ✓ Must be a high school graduate; college students or those with youth leadership experience strongly preferred.
- ✓ Dependable, with reliable transportation
- ✓ Based in the Salt Lake area

COMMITMENT TO INCLUSION

Real Life interns work with youth from a wide range of cultural, religious, and linguistic backgrounds. Interns are expected to demonstrate respect, empathy, and an inclusive mindset in all interactions. A commitment to diversity, equity, and inclusion is essential to this role.

TRAINING & SUPPORT

Interns receive comprehensive training in classroom management, teaching, and volunteer leadership. Ongoing support is provided throughout the year. Interns will also have the option to complete a Mental Health First Aid certification.

COMPENSATION

- \$14/hour for all Real Life-related work
- Returning interns receive a \$0.50/hour raise each year
- Unreported absences/tardiness may result in dismissal and forfeiture of pay
- Interns must arrange coverage for any absences

BENEFITS

Interns gain valuable, real-world experience in leadership, teaching, and youth development. You'll have the opportunity to serve as a mentor and role model, build meaningful relationships, and grow personally and professionally—while having fun and making a difference. Interns may request letters of recommendation upon successful completion of the program. This experience is ideal for those pursuing careers in education, social work, public service, or nonprofit leadership.

SIGNATURE

By signing below, I acknowledge that I have read, understand, and agree to uphold the expectations, responsibilities, and guidelines outlined above as a Youthlinc Real Life intern. I understand that failure to follow these expectations may result in dismissal from the program.

First and Last Name

Signature

Date