

POSITION TITLE	Drop-In Intern
REPORTS TO	Program Lead
COMPENSATION	\$17/hr; 18.5-20 hours/week
TIMEFRAME	Sept. 14, 2026 - March 31, 2027
LOCATION	Spark at Booth Kelly and Youth HUB (44 W 7th Ave, Eugene)

TO APPLY

Please submit the following materials to hr@connectedlane.org by August 26, 2026:

- Your resume with references included.
- Your cover letter.
- Optional letter of recommendation.

ABOUT THIS POSITION

This position is a temporary internship at Connected Lane County. The Drop-In Intern will help staff Connected Lane County's Drop-In services at Spark at Booth-Kelly (Wednesdays, Thursdays) and/or Youth HUB (Mondays, Tuesdays, Fridays). Youth who access drop-in services often seek housing support, workforce preparation, enrollment assistance for schooling, laundry services, and much more.

DAY-TO-DAY RESPONSIBILITIES

- Staff Drop-In shifts at both Youth HUB and Spark at Booth-Kelly
 - Monday - Friday, 2:45 - 6:15 PM
- Provide and document peer support to youth and young adults during Drop-In.
- Support Drop-In registration, attendance tracking, and site tours for new visitors to Drop-In.
- Attend weekly Drop-In Team meetings (Wednesdays 1:45-2:45 pm)
- Attend biweekly Program Team meetings (Tuesdays, 9:30-10:30 am), optional, as available
- Peer support shadowing with Education/Career Navigators as available.
- Support Drop-In Program Coordinator with inventory management needs.
- Support researching, collecting, and organizing resources based on client or Education/Career Navigator needs.
- Other duties as assigned.

QUALIFICATIONS & REQUIREMENTS

Education and Experience

- A combination of experience and education/training is considered.
- YSS Certified is encouraged but not required.

Knowledge, Skills, and Abilities

- Proficiency with Google Suite is preferred.
- Research skills, strong organizational skills, and the ability to meet deadlines are required.
- Strong oral and written communication skills.
- Initiative and ability to work both independently and as part of a team.
- Ability to learn quickly, creatively problem-solve, and try new approaches.
- Ability to work harmoniously with internal staff and youth.

WORKING AT CONNECTED LANE COUNTY

We are committed to creating a work environment and culture where our team members grow and thrive. Our team works hard every day to directly impact the lives of youth in Lane County. While much of our work is conducted from computer displays that require repetitive motions, employees may frequently be required to support program events and activities that include bending, reaching, standing, interacting with youth and volunteers, lifting/moving heavy objects, driving to and from events, and more.

DIVERSITY, EQUITY, & INCLUSION

Connected Lane County is an equal-opportunity employer that values diversity. Data shows diverse teams are innovative, make better decisions, and are better able to engage employees. We are committed to hiring people who bring new perspectives and experiences to our team. Connected Lane County does not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability.

ABOUT CONNECTED LANE COUNTY

Are you excited by the opportunity to work on a passionate and dynamic team? At Connected Lane County, we connect youth and young adults with resources beyond the classroom. From hands-on training, paid learning experiences, and real-world internships, we prepare the next generation. Our programs focus on providing STEM education, resource navigation, career connections, and accelerated career pathways that provide young people with the tools they need to succeed in their transition into adulthood.

We're looking for passionate and motivated individuals to join our team. Our team values creative thinking, problem-solving, relationship building, and adaptability. Would you like to join us? Learn more about Connected Lane County at connectedlane.org.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.