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INTERN JOB DESCRIPTION

WATCH is committed to work force diversity and does not discriminate against qualified persons on the basis of race, color, religion, sex, national origin, age, disability, veteran status or other factors identified and protected by federal, state or local legislation. WATCH is An Equal Opportunity Employer.

PROJECT: Court Monitor Intern

PURPOSE: To monitor civil and criminal court proceedings. Interns provide a public presence in the courtroom, and observe and collect data on appearances. Reports of the volunteers' findings are disseminated to criminal justice personnel, and the media when appropriate, as well as published in our quarterly newsletter WATCH Post.

LOCATION: The WATCH Office and the Hennepin County District Court.

SUPERVISOR: Volunteer Coordinator.

RESPONSIBILITIES:

1. Attend 6 hour training, and intern orientation.
2. Arrive on time.
3. Notify well in advance if absence is expected, i.e. vacation time. Preferably two weeks in advance.
4. Follow WATCH court monitor guidelines while in the courthouse.
5. Attend court proceedings assigned by staff.
6. Complete all monitoring forms and debrief with WATCH staff.
7. Assist with the coordination of volunteers before the intern's shift, this includes, but is not limited to gathering monitoring calendars, and detailing assignments to volunteers.
8. Filing and data entry when needed.
9. Assist staff with training of volunteers.
10. Attend intern and staff meetings when your schedule permits.
11. Attend three community educational programs during the internship.
12. Attend midterm and exit reviews with supervisor.
13. Submit two-page reflection paper for possible publication.
14. Demonstrate awareness of WATCH issues in regards to institutionalized racism, classism, and sexism.
15. Demonstrate understanding of the dynamics of domestic violence, sexual assault, and child abuse.

QUALIFICATIONS: An interest in issues of violence, community activism, human rights, and the criminal and civil justice system.

EVALUATION: Indicators are the quality of paperwork. A demonstrated awareness of the dynamics of institutionalized racism, classism, and sexism. A demonstrated understanding of the dynamics of domestic violence, sexual assault, and child abuse. Adherence to internship guidelines, and attendance at WATCH sponsored events. Supervisor will not offer references unless there is a satisfactory completion of all outlined responsibilities and expectations.

TIME COMMITMENT: 8 – 20 hours a week.

LENGTH OF COMMITMENT: Minimum of one semester. Summer and yearlong internships available.

BENEFITS: Unpaid.