



Richmond

## YWCA Richmond Internship Position Description

Title:	Prevention Intern
Department/Program:	Prevention and Outreach
Reports To:	Director of Prevention and Community Engagement
Prepared By:	Director of Prevention and Community Engagement
Prepared Date:	May 11, 2026
Approved By:	Senior Director of Domestic and Sexual Violence Services

### GENERAL PURPOSE OF INTERNSHIP

To provide best practice programming to provide education and experiences that empower individuals and communities to promote healthy and violence-free relationships; and encourage and support coordinated, systemic approaches to the prevention of intimate partner and gender-based violence and/or sexual assault. In this position, interns will recommend, develop, and administer best practice programming.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

*Duties may be modified based on individual student learning needs.*

**REQUIREMENTS** BSW senior or MSW first year or pursuing a bachelor's degree in a field related to YWCA's work.

### SPECIFIC TASKS

- Assist with the planning and implementation of YWCA Richmond's prevention programming
- Assist with the planning and implementation of YWCA EmpowerRVA Teens
- Assist with the planning, implementation, and evaluation of YWCA sponsored trainings and workshops
- Attends YWCA and other community trainings that would increase knowledge and skills in providing effective services
- Complete all required daily, weekly, and monthly documentation
- Complete a learning plan and working contract with supervisor
- Write and submit weekly process recording and conference agenda to supervisor
- Read (3-5) academic articles or local and state reports regarding domestic and sexual violence and/or key issues and themes connected to the YWCA Richmond's mission