



**Job Title:** Operations Intern  
**Reports to:** Operations Director  
**Reviewed:** 1/14/25

**Position Summary:** This position will learn the ins and outs of Pathways finances. This position will assist the Operations Director with organizing financial statements, running financial reports, and preparing draw downs for several federal and state grant programs. Interns will have the opportunity to shadow each Pathways program if they wish.

**Core Values:** Pathways has 6 core values (listed below) that will be adhered to by all staff, board members and volunteers.

1. **Integrity:** We act in a way and make decisions that are, at all times, honest, truthful, transparent, authentic, consistent, and relative to Pathways' mission and values. We will show accountability to see each task through to its fulfillment and hold others to the same expectation. We actively listen and are open to feedback and improvement. We take responsibilities for our mistakes and learn from them. We acknowledge our roles in conflicts and participate in finding and implementing solutions.
2. **Respect:** We value, listen to, learn from and appreciate each other, our clients, our board, our donors and our community. We treat every person with dignity. We assume the best intentions in all people, giving everyone the benefit of the doubt. We give feedback directly, respectfully, and with a focus on solutions. We communicate our needs and expectations openly, and do not get angry at others' failures to fulfill expectations we do not clearly set. We carry out conversations and actions in a way that is thoughtful and high in quality.
3. **Inspiration:** We choose to see the potential in every person we meet. We inspire hope and create opportunities that empower. We will strive to be passionate about breaking the cycle of homelessness in those we serve. We will be actively present while on duty for Pathways, whether at the facility, in the community, or at a meeting. We will arrive ready to make a difference in the lives of those we serve.
4. **Excellence:** We will demonstrate exceptional performance and service. We will implement programs that not only meet our mission, but also meet our mission beyond expectations. We will evaluate every aspect of pathways, including our board, employees, clients, and specific programs.
5. **Community:** We are community leaders and advocates for individuals and families experiencing homelessness, and those at risk of homelessness. We will engage in various aspects of the Yankton community and surrounding areas. We will seek out partnerships that will be mutually beneficial. We will encourage collaboration between Pathways and other agencies, businesses or organizations and strive to eliminate the duplication of resources.
6. **Responsible Stewardship:** We will receive and accept all gifts or donations with enthusiasm and express sincere thanks using appropriate methods. We will demonstrate responsible use of the gifts and donations and provide proof of responsible use. We will provide recognition for donors in a respectful and appropriate manner.

***Our Mission: to serve the immediate needs of individuals and families experiencing homelessness within the Yankton area while engaging partners in developing long term solutions. The shelter was founded on the belief that everyone deserves a home.***

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

***Operations***

1. Understands and maintains strict confidentiality for every shelter client.
2. Uphold Pathways' policies and procedures.
3. Assist with organizing receipts and invoices
4. Catalog expenses based on grant eligibility and which program the expense was made under
5. Catalog donations and annual contributions
6. Assist with entering expenses and preparing grant draw downs for reimbursement
7. Assist with providing monthly updates to Pathways Board of Directors regarding budget.
8. Maintains a positive team approach to services by ensuring that all concerns or potential conflicts are addressed immediately with the best interest of the client, solidarity of the staff and the mission of Pathways being a focus over self.

***Administrative Duties***

9. Attend board meetings, finance committee meetings, and other meetings and trainings as requested by supervisor.
10. Be open to taking on new tasks as assigned by supervisor.

**Hours:** Flexible Scheduling available for internships

**Wage:** all internships are currently unpaid.

**Benefits:** No benefits are offered with this position

**Requirements:** Earning a bachelor's or Master's degree from an accredited college or university

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