XYZ Agency

ABC Department

College Intern

Position Description: Serve as a Program Coordinator, planning and implementing activities in the teen day camp, supervising the Program Assistant, and assisting the Program Director in miscellaneous programming tasks. The adolescents attending this program are between the ages of 13-18, and have been identified as at-risk for school success. Therefore it is critical that the Intern assist in our mission to provide an enriching and safe summer experience for each individual.

Responsibilities:
- Assist in planning of daily activities, including special activities such as field trips and reflection sessions
- Lead groups of teenagers in daily activities
- Serve as a positive role model and mentor
- Establish rapport and relationships with students and agency staff
- Process, record, and monitor attendance and participation of campers
- Assist in student summaries and program reports at the completion of the session
- Assist with overall center events

Qualifications: Preferred experience working with teenagers, planning and facilitating events, leading reflection and training sessions. Excellent leadership skills in relationship building and management. Proficient in Microsoft Office applications, including Excel and Access. Experience with decision making, prioritizing and managing details. Ability to function with limited supervision. Community & Agency Counseling and Human Resource Development concentrations are also preferred.

Physical Requirements: Intern must be able to lift 30 pounds, must be able to assist in transferring wheelchair-bound individuals to and from their wheelchairs.

Work Hours: 35 hours per week, Mon-Fri 9am–5pm (with 1 hour lunch break); Holidays: July 4, 2019

Supervisor: Suzy Smith, Director of XYZ Agency