

Community Organization Name
Department
Position Title

- Position Description: In 1-3 sentences, describe the general overview of the job the student will be completing.
- Responsibilities: In Bullet points, list specific tasks and responsibilities expected of the student. Make sure to list all activities involved in a typical work day.
- Qualifications: List qualifications you expect/hope the intern to have.
- Physical Requirements: List the physical requirements of the position.
- Work Hours: List Days of the week and Hours per day the intern is expected to work.
- Supervisor: List Names and Titles of the person(s) supervising the student.

Below is an example Job Description following the above format:

XYZ Community Organization
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 community organization 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. Previous experience as a camp counselor and major or concentration in Education 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: June 19 and July 4

Supervisor: Suzy Smith, Director of XYZ Community Organization