

Volunteer Services

INTERN POSITION DESCRIPTION

TITLE: Program Assistant Intern—Girls LEAD

SUPERVISOR: Youth Achievers Program Manager

PROGRAM: *Girls LEAD* is an empowerment program that equips girls and young women for the future by helping them acquire the skills, attitudes and support they need to succeed into adulthood. Fun, girl-driven programming fosters communication and leadership skills, promotes healthy bodies and minds, and prepares girls to plan for their own futures. Girls LEAD is a specialty component of the Youth Achievers Program, which serves children and youth ages 7-14.

PURPOSE: To assist in the development and implementation of curriculum programming to meet the needs of Girls LEAD participants.

RESPONSIBILITIES:

- Take the lead on a minimum number of programming activities.
- Design activities based on the Youth Achievers Program curriculum and grant expectations.
- Outline lesson plans to be monitored by supervisor. Assist in monitoring participants in the program.
- Plan and schedule Youth Achievers Program guest speakers based on curriculum and need.
- Research books, magazines and websites for children/youth and create a resource list for staff and participants (this will also serve as curriculum development).
- Understand and stay consistent with the Youth Achievers Program's behavior expectations for the participants.

QUALIFICATIONS:

- Have previous experience working with "at-risk" youth.
- Experience with or knowledge of working with people with multiple barriers and from diverse socio-economic and cultural backgrounds.
- Excellent communication and organizational skills.
- Be dependable and reliable, realizing your impact on program participants.
- Understand the importance of confidentiality in regard to program participants.

BENEFITS:

- Learn and practice strength-based approaches to working with youth experiencing multiple barriers.
- Documented internship experience.
- Experience working for a non-profit agency.

SITE: YWCA St. Paul, 375 Selby Avenue, St. Paul

COMMITMENT:

- Minimum 3-month commitment. Flexible schedule; minimum 2 hours per week
- Programming is scheduled on Wednesday and Fridays for 7-10 year olds; Mondays and Wednesday for 11-14 year olds. During the summer programming for both groups will occur on Mondays and Wednesdays. Program hours are Monday thru Friday, 2-6 p.m. Summer hours are Monday thru Friday, 8 a.m.-5 p.m.

CONTACT: Volunteer Specialist
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