

## **Youth Development Coordinator Internship**

### **Overview:**

Bright Futures for Youth (BFFY) is providing a one-year paid internship as a Youth Development Coordinator Intern for the NEO Youth Center as part of its grant-funded BFFY Youth Jobs Corp program. This program targets youth ages 16-30 who may have experienced barriers to employment and are needing on-the-job training, coaching and supports to obtain the job skills necessary to be sustainably employed. The Youth Development Coordinator will be supervised, trained, and supported by the NEO Program Director.

### **Job Purpose:**

The Youth Development Coordinator Intern (YDC Intern) will be trained to support the NEO Program Director in implementing and supervising program activities with middle school and high school youth, as well as young adults ages 18-25 in the after school and summer programs for youth. This involves implementing summer camps and activities during school breaks, as well as all supplementary activities and support programs. The YDC Intern will be trained to supervise Youth Development Assistants, providing their training and ongoing support and works as part of the program team of staff. The YDC Internship is a paid full-time position for one year with benefits and is supervised by the NEO Program Director.

### **Supervisory Duties and Responsibilities to Learn and Grow:**

- Work with the Program Director to train and supervise Youth Development Assistants and High School Interns.
- Collaborate with the Program Director for the ongoing performance evaluations of the YDAs and High School Interns and to discuss coaching opportunities.
- Assess strengths of YDAs and training needs and coordinate with the Program Director to provide ongoing professional development in needed/desired areas.
- Meet regularly with YDAs & High School Interns to review the implementation of planned activities.
- Help Program Director implement work schedules with YDAs & Interns to ensure that the youth center, overnight camps, field trips, events, and other activities have adequate staff coverage.
- During program activities, guide and direct YDAs and volunteers to ensure the program runs smoothly.
- Make sure that YDAs submit their monthly mileage and expense reimbursement forms on time; review and approve their reimbursement forms.

### **Program Duties and Responsibilities to Learn and Grow:**

- Assist the Program Director with developing and implementing programs including youth center drop-in hours, skill-building workshops, support groups, and special activities and events.
- Perform opening duties in the youth center to prepare for the youth and ensure snacks, supplies, activities, and promotional materials are ready.
- Supervise youth after school and keep accurate records of youth attendance and knowledge of their whereabouts at all times.
- Work with Program Team to maintain a safe, supportive, and orderly environment during the program and implement planned activities.

- Participate in activities and conversations with the youth to build meaningful relationships and develop trust.
- Promote upcoming activities during the program through flyers, sign-ups, and casual conversations with youth. Communicate about closures through signs and verbal reminders.
- Fill out appropriate forms when an incident occurs with youth and promptly communicate with parents/guardians and Program Director.
- Communicate effectively with parents/guardians about youth involvement in the program, upcoming activities, and closures.
- Maintain open lines of communication with the Program Director and report on activity participation, youth wellness checks, and any concerns or needs that arise.
- Responsible for implementing all safety procedures and guidelines.
- Meet with individual youth as needed to attend to their emotional and intellectual needs. Help guide positive group dynamics and assist with conflict management.
- Facilitate communication between youth and adult volunteers as needed.
- Perform clean-up duties with Program Team and do a walk-through to ensure everything is shut off and put away.
- Debrief daily with Program Team to discuss youth center happenings, problem-solve challenging behaviors, and identify youth that needs more support.
- Work with Program Director to schedule and provide one-on-one meetings and activities with youth, prioritizing youth that needs extra support and mentorship.
- Supervise youth on field trips, outings, and during community service projects.
- Plan and coordinate summer activities with the Program Director and help supervise and lead activities including summer camps, overnight trips, and onsite activities.
- Help design, develop and implement community and youth outreach at the Thursday Night Markets and Nevada County Fair.
- Help supervise Youth Leadership Meetings, working closely with the high school leaders to assess and evaluate current programming and plan future activities.
- Recruit youth for Leadership Team and observe current leaders in action. Speak with Program Director if any issues or concerns arise with Youth Leaders.

#### **Campus Outreach Duties and Responsibilities to Learn and Grow:**

- Increase NEO awareness on middle school and high school campuses by promoting positive messaging around NEO and our mission.
- Table at schools and distribute promotional materials/flyers to communicate about upcoming activities and events.
- Ensure school counselors know about our services and how to invite youth to attend.
- Build positive relationships with youth and school staff to enhance NEO's reputation in the community.
- Create positive experiences on school campuses by hosting fun and engaging games, activities and contests throughout the year.
- When possible, assist schools with special events to learn more about their school culture and be seen as an asset.
- Speak at school assemblies throughout the year to reach a wider audience.
- Attend a core group of schools consistently while also hosting outreach at various other schools 1-3 times per year.

#### **Program Administrative Duties and Responsibilities to Learn and Grow**

- Produce program flyers and calendars as needed and work closely with the Marketing and Program Assistant Intern to promote upcoming activities, campus outreach, and daily happenings in the youth center.
- Participate in photos and videos for social media content with the direction and support of the Marketing & Program Assistant Intern.
- Work with the Kitchen & Nutrition Manager to ensure snacks and supplies are stocked after school and food is purchased for special events.
- Using youth feedback and input, work with the Program Director to plan the monthly activity calendar for the youth center.
- Work with Associate Director to implement the agency's program evaluation system, including surveys according to timeline and protocols.
- Work with the Development and Communications Director to order outreach supplies as needed.
- Be willing and ready to report to the Associate Director, Executive Director, and other appropriate agencies any concerns regarding the safety of individual youth.

### **Other Duties and Responsibilities**

- Participate in staff and program team meetings that are scheduled throughout the year
- Occasionally present about NEO to organizations and community groups.
- Perform grant tracking duties as needed and assigned.
- Assist with and attend fund development events and activities as requested by the Executive Director.
- Assist with general office support as needed (i.e., answering phones, delivering messages, mailings, cleaning and tidying up, etc.).
- Maintain appropriate car insurance and be willing to drive youth in your own vehicle (mileage reimbursed at the current rate set by the IRS).
- Maintain a professional appearance.
- Maintain full confidentiality about the youth and their families at all times.

### **Qualifications**

- Must be between the ages of 16 and 30
- Must have ability to connect with youth and inspire and motivate them to strive for excellence
- Must be computer literate
- Strong attention to detail
- Strong verbal and written communication
- Strong organizational skills
- Strong time management skills
- Ability to work in a cooperative environment
- Ability to communicate needs to learn and perform duties and responsibilities well

### **Compensation**

- This is a 40 hour/week internship for one year; Pay rate is \$18/hour
- Group medical benefits with a \$400/month company contribution
- Eligible to enroll in other benefits (dental, vision, Life Insurance, etc.) and 401K
- 20 days of PTO with accrual starting first day of work
- Mileage reimbursement at Federal reimbursement rate