

Youth Development Recreation Assistant Intern

BFFY Youth JobCorp Program

Overview:

Bright Futures for Youth (BFFY) is providing a paid internship as a Youth Development Recreation Assistant Intern (YDRA Intern) for the NEO Youth Center as part of its grant-funded BFFY Youth JobCorp program. This program targets youth ages 16-30 that 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. This positions requires the intern to be at least 18 years old. The YDRA Intern is a full-time position through September 30, 2024, with potential to extend longer, and is supervised, trained, and supported by the NEO Program Director and the NEO Recreation Coordinator.

Job Purpose:

The Youth Development Recreation Assistant Intern (YDRA Intern) will be trained to support the NEO Recreation Coordinator in implementing 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 YDRA Intern will be trained to assist with supervising youth leaders, providing their training and ongoing support.

Supervisory Duties and Responsibilities to Learn and Grow:

- Work with the Recreation Coordinator to learn how to guide and support High School Interns, Youth Leaders, and adult volunteers during program hours.
- Assist Recreation Coordinator with the set-up and clean-up of meetings with Youth Leaders, and help gather youth input, plan recreation activities, and plan events with them.

Program Duties and Responsibilities to Learn and Grow:

- Assist the Recreation Coordinator with developing and implementing summer recreation activities.
- Help with set-up and clean-up of all recreation activities and equipment as needed.
- Assist with the supervision of youth in the indoor game area, outdoor area, and anywhere on and offsite doing recreation activities with youth; make sure all rules and agreements are being followed.
- Perform opening and closing duties in the game area of the youth center. Also assist with supporting and supervising adult volunteers in the recreation areas as needed.
- Work with Program Team to maintain a safe, supportive, and orderly environment. This includes timely communication and immediate reporting of concerns and youth incidents to the Recreation Coordinator and Program Director for swift resolution.
- Engage with youth and parents to build meaningful relationships and develop trust.
- Promote upcoming activities during the program through flyers, sign-ups, and casual conversations with youth and parents. Communicate about closures through signs and verbal reminders.
- Meet with individual youth as needed to attend to their emotional and intellectual needs. Help guide positive group dynamics and assist with conflict management.
- 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.
- Help lead the GREAT Summer Camp by overseeing a small group of youth and ensuring all activities are communicated with the team.
- Keep container pods with outdoor game activities and equipment organized and accessible.
- Assist Recreation Coordinator with the research of fun team-building and icebreaker games and keep an updated binder of them to use with youth. Learn how to implement them at each leadership meeting and other youth activities.
- Assist the Recreation Coordinator with the planning 2024-2025 recreational activities to implement in the fall including field trips, game tournaments, and large events.
- Assist the Campus Outreach Coordinator with middle school outreach during the school year to help increase NEO awareness, build relationships with youth, and engage youth in activities.

Program Administrative Duties and Responsibilities to Learn and Grow:

- Assist with the production of program flyers and calendars as needed.
- Participate in photos and videos for social media content with the direction and support of the NEO Program Director.

Other Duties and Responsibilities:

- Participate in staff and program team meetings as scheduled.
- Assist with program outreach in the community as requested
- 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.)
- Perform other related duties as assigned by the NEO Program Director, Program Coordinators, Associate Director, or Executive Director.
- Maintain a professional appearance.
- Maintain full confidentiality about the youth and their families at all times.

Qualifications

- Must be between the ages of 18 and 30
- Must have ability to connect with youth and inspire and motivate them to strive for excellence
- Must have authentic enthusiasm and joy for group games
- Must be athletic and enjoy working indoors and outdoors
- Some experience leading small and large groups of youth is preferred
- Ability to work in a cooperative environment
- Ability to communicate needs to learn and perform duties and responsibilities well
- Must be computer literate
- Ability to pay attention to detail
- Strong verbal and written communication
- Have strong, or willingness to learn, organizational and time management skills

Compensation

- This is a 40 hour/week internship through September 30, 2024; Pay rate is \$16-17/hour
- Paid Time Off (PTO) with accrual starting first day of work
- Mileage reimbursement at Federal reimbursement rate, if doing work-related driving and have required insurance coverage