

Youth Development Assistant Intern Job Description

Overview:

Bright Futures for Youth (BFFY) is providing a paid internship as a Youth Development Assistant Intern (YDA Intern) for The Friendship Club (TFC) as part of its grant funded BFFY Youth Job Corp program. This program targets youth aged 16-30 that may have experienced employment barriers and need on-the-job training, coaching and support to obtain the job skills necessary to be sustainably employed. The YDA Intern is a part-time position for the summer months (June-September 2024) and is supervised, trained, and supported by the TFC Program Director and Youth Development Coordinators (YDC).

Job Purpose:

The Youth Development Assistant Intern (YDA Intern) will be trained to support the coordinators in activities related to summer programs with middle school and high school youth and clinic activities and after school program activities with youth, chaperoning program activities throughout the internship including overnight field trips, assisting with transportation for youth to and from activities, and working with the program team to accomplish program goals. The YDA Intern is a part-time, non-exempt position supervised by the Youth Development Coordinators with the support of the Program and Associate Director.

Primary Duties and Responsibilities to Learn and Grow

- Work closely with the Youth Development Coordinators to help lead group activities at the camps. Assist youth one-on-one as needed for certain activities.
- Assist Youth Development Coordinators with the development and implementation of program activities.
- Help guide positive group dynamics and assist with conflict management when needed.
- Willingness to do overnight field trips that can require long workdays and being away from home for several days.
- Assist Youth Development Coordinators with youth and parent/guardian communication. This involves mailing out detailed information to youth/families, collecting required forms, tracking RSVPs, and making reminder calls/texts.
- Assist with supervision of youth at various summer clinic activities and follow the outline of responsibilities provided for each clinic assisting with.
- Work with the Program Team to maintain a safe, supportive, and orderly environment. This includes timely communication and immediate reporting of concerns and youth incidents to the YDCs and Program Director for swift resolution.
- Engage with youth and parents to build meaningful relationships and to 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.
- 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.
- 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 TFC Program Director.

Other Duties and Responsibilities to Learn and Grow:

- Participate in staff and program team meetings.
- Assist with 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.)
- Perform other related duties as assigned by Youth Development Coordinators, Associate Director, or Executive Director
- Maintain a professional appearance.
- Always maintain full confidentiality about youth and their families.

Qualifications

General

- 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.
- The ability to drive youth to/from activities is a plus, but not required.

Education/Experience

- Some post-secondary education or work experience in youth or child development, or program support is a plus.

Knowledge, skills, and abilities

- Ability to communicate with and relate to young people.
- Ability to manage multiple tasks at one time.
- Ability to work under pressure and to stick to timelines.
- Ability to be flexible as job duties develop and change over time to meet the needs of youth.
- 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
- Strong organizational skills
- Have strong, or willingness to learn, organizational and time management skills.

Compensation

- The weekly schedule varies in hours but will average 20 hours/week throughout the internship (June-September); Pay rate is \$16-18/hour.
- Sick leave with accrual starting first day of work.
- Mileage reimbursement at Federal reimbursement rate, if doing work-related driving and meet eligibility requirements to drive.