

Youth Development Outreach Assistant Intern

NEO Youth Center

Overview:

Bright Futures for Youth (BFFY) is providing a paid internship as a Youth Development Outreach Assistant Intern (YDOA Intern) for the NEO Youth Center as part of its grant-funded BFFY Youth JobCorp program. This program targets youth ages 16-30 who may have experienced barriers to employment and need on-the-job training, coaching and support to obtain the job skills necessary to be sustainably employed. This position requires the intern to be at least 18 years old. The YDOA Intern is a full-time position for one year and is supervised, trained, and supported by the NEO Program Director and the NEO Outreach Coordinator.

Job Purpose:

The Youth Development Outreach Assistant Intern (YDOA Intern) will be trained to support the NEO Outreach Coordinator in implementing program activities with middle school and high school youth, as well as young adults ages 18-25 on their school campuses, in the drop-in youth center, and during summer programs for youth. This involves assisting the Outreach Coordinator with developing and implementing campus activities, tabling at community events, and connecting with families and school-day staff to better support the youth.

Outreach Duties and Responsibilities to Learn and Grow:

- Assist the Outreach Coordinator with planning and implementing the outreach calendar to ensure youth throughout Nevada County are being served.
- Increase NEO awareness in the community by sharing promotional materials, assisting with radio interviews as needed, and making occasional presentations.
- Assist the Outreach Coordinator with planning and hosting fun and engaging games, activities, and contests on jr. high and high school campuses.
- Attend and table at special school events such as Back to School Night to increase our partnership and collaboration with the schools and families.
- Help run the NEO Club at Nevada Union High School weekly.
- Help promote leadership opportunities and communicate opportunities for youth to volunteer.
- Assist with planning and hosting NEO's Young Adult group that meets 1-4 times a month.
- Assist the Program Director with planning and preparing parent meetings, help with support group meetings, and provide tours to new youth and families.
- Work with the Outreach Coordinator to produce signs, program flyers and calendars as needed.
- Participate in photos and videos for social media content with the direction and support of the Program Assistant Intern and Outreach Coordinator.

Program Duties and Responsibilities to Learn and Grow:

- Assist with opening duties in the youth center to prepare for the youth.
- Assist with supervising youth after school and work with the Program Team to maintain a safe, supportive, and orderly environment.
- Participate in activities and conversations with the youth to build meaningful relationships and develop trust.

- Meet with individual youth as needed to attend to their emotional and intellectual needs. Help guide positive group dynamics and assist with conflict management.
- Help facilitate communication between adult volunteers as needed.
- Perform clean-up duties with Program Team.
- Debrief daily with Program Team to discuss youth center happenings, problem-solve challenging behaviors, and identify youth that need more support.
- Assist with supervising youth on field trips, outings, and during community service projects.
- Assist with the supervision of a small group of youth at the GREAT Summer Camp and ensure all activities are communicated with the team.

Supervisory Duties and Responsibilities to Learn and Grow:

- Assist the Outreach Coordinator with the training and supervision of high school Youth Leaders.
- Help facilitate monthly meetings with Youth Leaders to get input and plan outreach activities.
- During program activities, help guide and direct Youth Leaders to ensure the program runs smoothly.

Other Duties and Responsibilities

- Participate in staff and program team meetings as scheduled.
- 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, Outreach Coordinator, 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 driver's license and ability to meet BFFY requirements to do work-related driving
- Must have the ability to connect with youth and engage them
- Must have authentic enthusiasm and joy for group games and meeting new people
- Some experience leading small and large groups of youth is preferred
- Must be friendly, outgoing, and inclusive
- Ability to work in a cooperative environment
- Must be computer literate
- Strong verbal and written communication
- Have strong, or willingness to learn, organizational and time management skills

Compensation

- This is a 40 hour/week internship for one year; Pay rate is \$17/hour
- Eligible for group medical benefits
- Paid Time Off (PTO) with accrual starting first day of work
- Mileage reimbursement at Federal reimbursement rate, if meet BFFY requirements to do work-related driving