

Youth Development Recreation Coordinator Intern

BFFY Youth JobCorp Program

Overview:

Bright Futures for Youth (BFFY) is providing a paid internship as a Youth Development Recreation Coordinator Intern (YDRC 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 position requires the intern to be at least 18 years old. The YDRC Intern is a full-time position for one year, with the potential to extend longer, and is supervised, trained, and supported by the NEO Program Director.

Job Purpose:

The Youth Development Recreation Coordinator Intern (YDRC Intern) will be trained to support the NEO Program Director in implementing program activities with middle school and high school youth, as well as young adults ages 18-25 in the after school, campus outreach, 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 YDRC 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 NEO Program Director to learn how to guide and support High School Interns, Youth Leaders, and adult volunteers assisting with recreation activities during program hours.
- Assist the Program Team with leadership meetings to gather youth input and plan activities.
- Assist in the training and supervision of the Recreation Program Assistant intern(s) when applicable

Program Duties and Responsibilities to Learn and Grow:

- Assist the Program Team with developing and implementing recreational activities and field trips.
- 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 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 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.
- Debrief daily with the Program Team to discuss youth center happenings, problem-solve challenging behaviors, and identify youth that need 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.
- Help keep the ice-breaker and team-building games binder updated. Memorize favorite ones and learn how to implement them at leadership meetings, daily check-ins and other youth activities.
- With support from the NEO Program Director, plan 2024-2025 recreational activities to implement in the fall including small group activities, 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
- Experience with various video game consoles preferred
- 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 for one year; Pay rate is \$18/hour
- Eligible for group medical benefits
- Paid Time Off (PTO) with accrual starting the first day of work
- Mileage reimbursement at Federal reimbursement rate, if meet BFFY requirements to do work-related driving.