

Youth Program Coordinator

Organizational Summary

Founded in 1988, FACETS is a well-established nonprofit organization that touches and improves the lives of thousands of families and individuals every year. We open doors by helping people meet their emergency shelter, food, and medical needs, helping them gain safe, sustainable and permanent housing and working with them to end the cycle of poverty through educational, life skills and career counseling programs

Internship Description

This is a six-month, unpaid internship for an accomplished individual interested in a career in education, youth development, child mental health, and/or social work. This internship will provide comprehensive experience in program and lesson development, group and individual behavior modification, and volunteer management. Intern will be supervised by a licensed social worker. MANDT and CPR/First aid training provided at no cost.

The Youth Program Coordinator (YPC) is responsible for overseeing daily operations of youth programs at the Robinson Square Community Center. Our center provides academic and life skills programs to over 75 youth living in public housing. Key responsibilities of the YPC include:

- Follow and enforce community center guidelines and policies
- Develop program curriculum and facilitate programs when necessary
- Provide supervision, instruction, and direction to volunteer facilitators
- Assist CDA with developing volunteer and program schedules
- Complete and submit weekly attendance reports and behavior reports
- Provide CDA with feedback regarding program effectiveness and opportunities for improvement
- Maintain inventory of supplies and equipment; distribute supplies and equipment as needed
- Implement group and individual behavior modification strategies as needed
- Assess youth for needed additional support and provide
- Maintain communication with parents

Program Dates and Information

The internship will begin January 2016 and end June 2016, with the possibility of an extension into the summer. Internship hours are Monday-Friday from 3:00- 7:00 pm.

Application Process and Qualifications

Applicant must be at least 18 years old and have completed at least one year of study at an accredited university or college. Previous experience working with youth preferred. Please submit your cover letter and resume to: Erin Hansen, Team Leader, at ehansen@FacetsCares.org by January 15, 2016.