



Youth Development Internships

Homework Help Specialists – (6 open positions) –

This is a 50-hour commitment that runs January 2017 - May 2017.

(Shifts will be Monday-Thursday 2:45 pm - 4:45 pm. Each intern is encouraged to commit to 2 shifts weekly.)

Responsibilities include:

- Opening the Youth Enrichment Center for Homework Help by 3 pm Monday - Thursday.
- Checking out computers at the beginning of the shift, and checking the computers back in at the end of the shift.
- Monitoring computer use of participants to ensure appropriate usage.
- Providing assistance for participants with their studies.
- Creating a positive environment for youth to complete their homework in.
- Making sure the youth space is organized and clean before the end of each shift.
- Transitioning youth to Open Gym or sign out to parent or guardian.
- When space is unoccupied by participants, small tasks may be assigned to improve the functions of the Youth Development Department.

Gym Facilitator – (4 open positions) –

This is a 50-hour commitment that runs January 2017 – May 2017.

(Shifts will be Monday – Thursday 4:15 pm – 5:45 pm. Each intern is encouraged to commit to 2 shifts weekly.)

Responsibilities include:

- Preparing the gym for structured activities.
- Working with the Youth Development Coordinator to develop meaningful activities to facilitate with the youth.
- Facilitating activities that promote physical fitness and cooperative learning.
- Creating a positive and safe environment for youth to engage in fun physical fitness activities and learn team sports.
- Transitioning youth to fitness classes or signing youth out to parent or guardian.
- Returning equipment to storage and maintaining storage closet in a neat and orderly fashion.

Enrichment Hour Facilitator – (2 open positions) –

This is a 50-hour commitment that runs January 2017 – May 2017.

(Shifts will be Tuesday and Thursday 4:15 pm – 5:45 pm. Each intern must commit to both shifts.)

Responsibilities include:

- Preparing youth space for activity of the day
- Working with the Youth Development Coordinator to develop meaningful activities to facilitate with the youth.
- Facilitating Arts & Crafts with the youth.
- Facilitating small space games with the youth.
- Creating a positive and safe environment for youth to engage in arts & crafts and games.
- Transitioning youth to fitness classes or signing youth out to parent or guardian.
- Cleaning and returning supplies to designated storage containers, restoring Youth Enrichment Center to neat and orderly condition.
- Closing Youth Enrichment Center for the day.

Information Specialists – (4 open positions) –

This is a 50-hour commitment that runs January 2017 – May 2017.

(Shifts will be Monday – Thursday 2:30 pm – 5 pm. Hours are flexible within the given time frame, but each intern must commit to 3-5 hours per week.)

Responsibilities include:

- Give tours to prospective members to support YWCA membership staff.
- Learn about each department's function within the YWCA.
- Become knowledgeable about current events within each department.
- Seek ways to build relationships and connections within the Department of Wellness and Health Equity, and throughout the YWCA. These may include:
 - Learning and sharing information about departmental functions and programs
 - Sharing information about current and upcoming events
 - Educating Youth Development staff on the functions of each department

Youth Development Specialist – (2 open positions)

This is a 50-hour commitment that runs January 2017 – May 2017.

(Shifts will be Monday – Thursday 2:30 pm – 6 pm. Hours are flexible within the given time frame, but each intern must commit to 3-5 hours per week.)

Responsibilities include:

- Support Youth Development Coordinator in everyday functions of the Youth Development department.
- Assist with writing lesson plans and curricula for youth development programs.
- Assist with tracking of volunteers and interns.
- Assist with attendance, outcomes and other tracking of Family Fun Friday and other Youth Development programs.
- Assist with the development of efficiencies and systems within the Youth Development department.

****These positions are open to youth in grades 9-12 and young adults interested in learning more about Youth Development and those interested in providing services for youth. Please complete the attached application and send it to:**

YWCA of Central Massachusetts
Attn: Sarah Daly
1 Salem Sq.
Worcester, MA 01608

Or email to:

sdaly@ywcacentralmass.org

Thank you,

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