

Organization: Duluth Area Family YMCA

Internship Focus: **Program Development and Data Management**

Reports To: True North AmeriCorps Director

Hours: Flexible



The Y: We're for youth development, healthy living and social responsibility.

Position Summary:

True North AmeriCorps partners with non-profits, schools and community agencies around the Duluth area to support youth who possess various risk factors. AmeriCorps is a national service program and members commit to a year of service in the community. They earn a modest living stipend and an education award as they mentor children and facilitate academic enrichment. The intern will assist with the program development including research, evaluation, and data management.

Essential Functions:

1. Become familiar with the Y, National Service, and AmeriCorps
2. Assist with implementation of data collection, analysis, and distribution
3. Participate in developing community relations at events
4. Advise planning of and participate in member professional development opportunities

YMCA Competencies:

Mission Advancement: Accepts and demonstrates the Y's values, a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding; speaks and writes effectively. Takes initiative to develop others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Qualifications:

1. Pursuing Bachelors or Masters in Social Work
2. Able to work both on own initiative and as part of a team.
3. Knowledge of Microsoft Office and Google Suite including Excel/Google Sheets
4. Able to communicate effectively & enthusiastically with potential AmeriCorps members.

Compensation:

Interns receive a YMCA membership during their internship. They also will receive a great experience working in the non-profit sector with one of the largest non-profit organizations in the nation. Although this internship is unpaid, we will work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through his/her degree program.

Application Process:

- o YMCA Internship Application (found at www.duluthymca.org)
- o Cover Letter
- o Resume
- o Two letters of recommendation

Contact Information:

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