

Organization: Duluth Area Family YMCA

Internship: **Youth Program Development**

Reports To: Site Coordinator

Hours Required: Flexible



---

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

**About the Out of School Time Programs:**

We will be hiring a couple of interns to work in the following programs:

*The Little Y Drop-In Program:* The Little Y is a drop-in after school program that serves kids in grades K-12 who live in or near Harbor Highlands, a low income housing community. The program is located in the Harbor Highlands Community Center and runs Monday-Friday from 3:00-6:00pm

*KEY Zone & Eagle's Nest:* KEY Zone (working with youth in grades K-5 in Duluth Public Schools) and Eagle's Nest (working with youth in grades K-6 in the Edison Charter Schools).

**Position Summary:**

This intern would plan and facilitate hands-on, engaging activities during our program hours. Hands-on activities can include but are not limited to: cooking clubs, sports clubs, STEM, service learning, etc.

**Essential Functions:**

1. Plan high quality standards-based lessons and activities for school-age youth in an afterschool program setting.
2. Assist in planning family activities, encourage parent participation in program activities and obtain feedback from parents regarding level of satisfaction with the services they receive.
3. Model the core values of the Y and intentionally plan activities that foster and reflect on character development. The core values include: caring, honesty, respect & responsibility.
4. Assist in developing Service Learning projects for youth in grades K-6.
5. Connect with community organizations to create new partnerships.
6. Maintain emotionally and physically safe environment for youth.

**Required Qualifications:**

1. Undergraduate or graduate student studying in related field
2. Previous experience leading activities with students in grades K-8
3. Ability to work independently and adapt when things don't go as planned
4. Must enjoy working with youth
5. Must be creative, playful and energetic

**Desired Qualifications:**

1. Strong organizational and communication skills (ability to develop a clear and detailed plan)
2. Problem solving skills

**Compensation:**

Interns do 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:**

- YMCA Internship Application (found at [www.duluthymca.org](http://www.duluthymca.org))
- Cover Letter
- Resume
- Two letters of

**Contact Information:**

Gina Miller  
Volunteer & Internship Coordinator  
Duluth Area Family YMCA  
302 West First Street | Duluth, MN 55802  
(P) 218 722 4745 ext 159 (F) 218 722 4746  
(E) [gmillers@duluthymca.org](mailto:gmillers@duluthymca.org) (W) [www.duluthymca.org](http://www.duluthymca.org)