

Organization: Duluth Area Family YMCA

Internship: **Non-Profit Organizational Management**

Reports To: Downtown Branch Executive Director

Hours Required: Flexible



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

**Position Summary:**

Assists the Branch Executive with assigned areas of a YMCA branch, including membership, marketing, programs, facilities, volunteer and staff development, financial development, community relations and collaborations with community agencies.

**Essential Functions:**

1. Provides support in the development of volunteer committees.
2. Helps represent and promote the Y in the local community and develops positive working relationships with other organizations, businesses and governmental entities.
3. Observes the recruitment, hiring, training, supervision and development of staff and volunteers.
4. Assists the Branch Executive in developing, managing and monitoring the operating budget.
5. Assists in the maintenance of the downtown facility to assure high standards of maintenance, safety, cleanliness and to assure that the requirements of regulatory codes are fully met.
6. Assists with the operational growth of the YMCA through program expansion, member recruitment and retention, pricing strategies, new site development and collaborations.

**Required Qualifications:**

1. Pursuing or already received a Bachelor's degree in related field or equivalent combination of education and experience.
2. Strong skills in the ability to interact, work with and motivate people in a positive manner; excellent written and verbal communication skills required.
3. Able to work both on own initiative and as part of a team.
4. Strong organizational skills with ability to manage multiple tasks and responsibilities.

**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 recommendation

**Contact Information:**

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