

Organization: Duluth Area Family YMCA

Internship: **Risk Management Specialist**

Reports To: Risk and Safety Manager

Hours Required: Flexible



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

Position Summary:

To assist the Risk & Safety Manager in developing policies, procedures and tools for the branches of the Duluth Area Family YMCA and its partners, based on current best practices in relevant industries. Assess and improve the Y's current level of safety by identifying risks through evaluation tools. In addition, the intern will expand the safety and educational programming the Y provides to the community.

Essential Functions:

1. Monitor program personnel, equipment and facility.
2. Create and use assessment tools to evaluate the level of risk at the branches of the Duluth Area Family YMCA.
3. Assist the Risk & Safety Manager with research of best practices in areas of known risk in order to develop policies and procedures to mitigate known risks.
4. Assist with the management of CPR/AED and First Aid classes for YMCA staff and community members.
5. Inspect, maintain and recommend purchases of instructional CPR/AED/First Aid equipment.

Specific Projects:

- o Revision of Association policies and procedures
- o Create facility audit tool and tracking system
- o Assist with creating powerpoint training presentations for new/current team members
- o Research best practices as it relates to child abuse prevention, physical requirements for job positions, etc.
- o Assist with managing the CPR/AED/First Aid training program and certifications of staff

Required Qualifications:

1. Pursuing or already received a Bachelor's degree in related field or equivalent combination of education and experience.
2. Excellent written and verbal communication skills required.
3. Able to work both on own initiative and as part of a team.
4. Excellent personal computer skills and experience with standard business software.

Desired Qualifications:

1. Certifications in lifeguarding, CPR and First Aid (note: training can be provided upon hire).
2. Certification as an instructor of CPR/AED, First Aid or Lifeguarding (note: training can be provided upon hire).
3. Comfortable with public speaking.

Compensation:

Interns do receive a YMCA membership during their internship along with the opportunity to become certified (free of charge) in CPR, First Aid, Lifeguarding as well as Instructor Certification so you could teach classes in the future as well. 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)
- ☐ Cover Letter
- ☐ Resume
- ☐ Two letters of recommendation

Contact Information:

Gina Miller
Volunteer & Internship Coordinator
Duluth Area Family YMCA
302 West First Street | Duluth, MN 55802
(P) 218 722 4745 ext 159
(E) gmiller@duluthymca.org (W) www.duluthymca.org