

Position Description

Position Title

Youth Intern

Reports To

The Youth Intern will report to Executive Director and be supervised by a Program Coordinator.

Position Overview

Youth Interns play a vital role in all aspects of our work. Youth Interns will work collaboratively with other staff to complete various tasks that help achieve project goals. This position provides an opportunity to learn more about working in the youth services sector, gain employment skills and experience, and contribute to the youth in government care community.

Projects are selected based on organizational needs and the interests of the Youth Interns.

Responsibilities and Duties

1. Assist with the development, implementation, and promotion of a variety of programs/projects/events.
2. Writes, edits, and supports the development of program and promotional materials as appropriate to the program/project/event.
3. Researches information and gathers, analyzes, and summarizes various data.
4. Assists with the developing and conducting relevant evaluations of program/project/event activities.
5. Encourages effective community partnerships that support the achievement of the program/project/event goals.
6. Performs miscellaneous duties as assigned.

Competencies

PEOPLE & INTERPERSONAL SKILLS – Actively Builds Relationships and Partnerships; Maintains Professional Boundaries; Understand Social and Political Dynamics; Responsive to Others Needs; Demonstrates Honesty and Integrity; Trustworthy; Active Listener; Addresses Conflicts Positively; Collaborative; Encourages Others; Encourages Accountability; Tactful and Considerate; Supports Feedback; Friendly Demeanor; Strengths Based; Compassionate and Empathetic; Consistent; Shares Perspective

DELIVERS RESULTS – Keeps Commitments; Meets Deadlines; Sets Relevant Goals; Persistent; Overcomes Obstacles; Dependable; High Level of Output; Accurate; Achieves High Quality Outcomes; Focused; Efficient; Follows Policies & Procedures; Follows Direction

RESPECTS DIVERSITY – Maintains a Broad Prospective; Respects All People; Recognize and Embraces Differences; Creates Common Ground; Aware of Biases; Open; Non-Judgmental; Culturally Appropriate

SELF AWARENESS & DEVELOPMENT – Practices Self Care; Demonstrates Resilience; Continuous Learning & Reflection; Utilizes Strengths; Displays Confidence; Demonstrates Passion for Work; Positive Attitude; Recognizes Capacity

PROJECT MANAGEMENT – Delegates; Integrates Ideas; Sets Expectations; Celebrates Milestones; Provides Direction; Effective Planning; Keeps Organized; Manages Multiple Demands; Decisive and Sound Judgement; Sets Realistic Goals; Develops Contingency Plans; Time Management; Maintains Safety; Purposeful Meetings; Motivates Others

COMMUNICATION – Understands Audience; Shares Information; Articulates Thoughts Clearly; Factual; Uses Good Grammar, Spelling, and Sentence Structure; Uses Various Mediums; Straightforward and Logical Content Delivery; Engages Audience

DIGITAL SKILLS – Maintains information security and integrity; Effectively uses various digital tools and platforms

PROBLEM SOLVING – Analyze Problems; Evaluates Information; Considers Alternatives; Considers Consequences; Generates Effective Solutions

CREATIVITY & INNOVATION – Thinks Outside the Box; Generates and Builds on Ideas; Encourages Healthy Risk Taking; Fails Forward; Encourages Continuous Improvement; Forward Thinking; Embraces Change; Builds Best Practice; Takes Initiative; Resourceful

PROFESSIONALISM – Shows up on Time; Follows Dress Code; Communicates Schedule Changes; Maintains Organized Workspace; Respects Shared Spaces

YOUTH ENGAGEMENT - Involves other youth in planning and in making decisions that affect themselves, others, and our organization

YOUTH DEVELOPMENT - Focuses on other young people's gifts, talents, current skills and abilities, as well as their potential for further develop in these areas. Provides youth with a positive, strengths-focused approach to personal development

YOUTH SUPPORT – Helps other youth to connect with the resources and supports they need; Helps other youth to advocate for themselves

GENERAL ADMINISTRATION - responds promptly to phone calls and emails; keeps electronic and paper records updated; submits expense reports & payment requests in timely manner

Qualifications & Requirements

- Criminal Record with Vulnerable Sector Check Clearance Letter
- Standard skills with Microsoft suite of programs (I.e. Office, Outlook, etc.)
- Keyboarding ability at 40 words per minute with 80% accuracy
- Knowledge of child welfare system in BC and the needs and issues of youth impacted by this system.

Work Environment & Conditions

- Mainly Office Environment with Long Periods of Sitting and Computer Use
- Some Off Site and/or Overnight Programming usually in a Camp like Setting
- Travel within and outside of BC
- Moving and lifting a variety of items weighing up to 15-20 lbs