

Job Title: Youth Program Intern

Department: Administrative Office

**Reports to: Township Supervisor
Township Administrator**

Effective Date: ASAP

Job Summary:

Full-time Youth Director will be responsible for the planning, developing and administration of youth programs for DuPage Township

Duties/Responsibilities:

- Plan and develop youth programs for the township
- Create appropriate budgets for youth programs
- Work and collaborate with township employees
- Be responsible for the registration process of the youth programs
- Participate at monthly youth committee meetings and township board meetings as needed
- Market programs to the community through various media
- Represent the township at various events promoting township initiatives
- Local travel to various locations in the township
- Reach out to outside organizations, businesses, non-profits, schools, etc. to discuss and promote programs
- Recruit volunteers and paid staff
- Other duties as assigned

Supervisory Responsibilities:

- Recruit, train and supervise volunteers and part-time staff at youth events

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Oral and written communication in Spanish a plus
- Excellent interpersonal and customer service skills.
- Work with at-risk youth a plus
- Excellent organizational skills and attention to detail.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Proficient with Microsoft Office Suite and various social media platforms
- Have an entrepreneurial spirit

Education and Experience:

- Two years college or experience with youth
- Interest in social service and/or implementing youth programs

HUS 210-Field Work I

Students undertake a significant experiential learning opportunity, typically with a company, non-profit, governmental, or community-based organization. The internship represents an educational strategy that links classroom learning and student interest with the acquisition of knowledge in an applied work setting. Through direct observation, reflection and evaluation, students gain an understanding of the internship site's work, mission, and audience, how these potentially relate to their academic study, as well as the organization's position in the broader industry or field. Students will produce a critical reflection on their internship experience demonstrating how they have addressed specific learning goals.

Required Features of an Internship Receiving Academic Credit

1. Students completing an internship for credit must register for the course, pay for any applicable tuition and registration fees, and meet all course requirements, including class attendance, assignments, evaluation procedures, and any other requirements of the course.
2. The on-site internship experience may take place during the semester the internship course is taken. That is, the internship and the internship course must be taken simultaneously. Rare exceptions must be approved by a Department Chair or HUS Coordinator.
3. All internships must begin within the first two weeks of the term.
4. For the HUS program, students are required to work a minimum of 150 hours at the internship site over the course of a 16-week semester.
5. Students can receive academic credit for either paid or unpaid internships.
6. Students are not allowed to receive credit if they intern with a family business or if a relative is serving as the on-site supervisor.
7. Normal tuition policies apply to internships taken for credit.

Student Responsibilities

1. Student is required to submit an administrative log and journal recording the hours worked as well as the projects involved, the contributions made to the workplace, and reflections on what you are experiencing. The journal should go beyond a list of tasks and focus on what you are learning. The log proves the hours you have worked. This should be submitted once during midterm and again at the end of the semester.
2. Student is responsible for making sure 150 hours are completed.
3. Student is responsible to provide internship site supervisor with an evaluation form.
4. Student is responsible for making sure the evaluation form is submitted when required 150 hours are completed.

Responsibilities for Credit-Bearing Internships

1. A student who has been hired for a regular paid job at a company/organization can convert the job into a credit-bearing internship.
2. The host organization must provide for the JJC student intern one identified, internship site supervisor who has knowledge and an educational and/or professional background in the industry of the internship.
3. The host organization is expected to comply with the JJC's College Anti-Discrimination and Anti-Harassment policies in all interactions with the student intern.
4. The host organization is responsible for ensuring that the intern is provided with a safe workspace, which must be in a professional setting and cannot be located in a private residence or non-commercial setting.
5. The internship site supervisor is responsible for ensuring that no more than 25% of the intern's duties involve clerical work and that the student intern does not perform inappropriate tasks, such as maintenance duties or personal errands for host organization staff.
6. The internship site supervisor is responsible for ensuring that the student intern is not required to use their personal automobiles for duties at or related to the internship/intern site. This can, however, be opted into by the student.
7. Organizations may offer to host a student intern for an additional semester. If the student accepts this offer, he/she is responsible for obtaining academic department approval from their Departmental Coordinator.
8. The host organization supervisor is responsible for submitting final performance evaluations to the student intern's course instructor of the semester. Evaluations are used in determining the student's course grade.

Student Signature: _____ Date: _____

By signing this you have agreed to follow the above guidelines to complete your internship. Not following these guidelines could result in a failing grade for this course.