



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

KENTUCKY YMCA YOUTH ASSOCIATION

Job Title: **Summer Intern**
FLSA Status: Non-Exempt/Part Time

Reports to: Operations Manager
Revision Date: January 2019

ORGANIZATION DESCRIPTION:

The Kentucky YMCA Youth Association develops engaged citizens and servant leaders inspired to affect change in their school, community, Commonwealth, nation and world. Through experiential learning, service and community activism, the Kentucky YMCA Youth Association fosters critical thinking, leadership, and social responsibility in teens. Students in our programs build communication skills and confidence while developing a network of meaningful relationships with diverse students from around the Commonwealth.

POSITION SUMMARY:

Under the guidance of the Operations Manager, this individual will be responsible for assisting with logistical preparatory support for all programs. This position will also be responsible for general office tasks, including phone and email communication, printing and copying, and office supply management. This position may be involved in special projects and programs, depending on skill-set and interests. An understanding of the basic nature of the YMCA as an organization and the respective roles that are carried out by the volunteers and staff is essential.

ESSENTIAL FUNCTIONS:

1. Secures food for all major program events for staff, volunteers and students.
2. Owns staff food database and office food and supplies.
3. Researches venues with Operations Manager.
4. Communicates with vendors to ensure supplies are purchased in reasonable time for events.
5. Contributor to program content pre, post and during programs.
6. Responsible for facilitating small groups and understanding program curriculum.
7. Ability to stay organized with receipts and expenses.
8. Ability to communicate efficiently via phone with participants and teachers.
9. Dedication to learn movie processing to create the video for our leadership conference.
10. Organizational and time management skills are necessary in order to maintain a pack list.
11. Acts as support to the summer Kentucky YMCA programs.
12. Individual self starter and excellent team collaborator

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

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13. Prepare and support summer conference programs, alongside YMCA staff.
14. Perform essential office duties, including email and phone communications.
15. Design and execute an independent project or projects under the supervision of staff.
16. Professionally represent the YMCA in the community
17. This position requires regular travel to Kentucky YMCA offices (Frankfort and Louisville), conference facility locations, and other venues throughout the state of Kentucky. Can expect 30% travel, and must have reliable transportation.

QUALIFICATIONS:

1. High School Diploma
2. Able to travel 30% of the summer
3. Previous experience working with middle and high school students preferred
4. Ability to drive and access reliable transportation to Frankfort/Louisville offices and program venues
5. Proficient use of Microsoft Office, particularly Word and Excel.
6. Ability to lift and move 35 pounds, have good mobility, and maintain high level of energy over an extended period of time.
7. Availability to work from Frankfort office two days a week.
8. Ability to communicate clearly to large groups, over phone, and via email.
9. Understanding of the nature and purpose of the YMCA and the respective roles of volunteers and staff.
10. Ability to relate effectively to diverse groups of people from all social and economic segments of the community; track record of building authentic, constructive relationships with others

BENEFITS:

1. Pay commensurate with qualifications/experience.
2. Fun team atmosphere.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Y's values of caring, honest, respect, and responsibility. Cultivates and retains the trust of others through direct and honest interaction. Engages community members in a way that builds commitment and loyalty in the work of the Y.

Collaboration: Advocates for inclusion and diversity throughout the organization. Appropriately addresses and corrects behaviors and practices that don't support inclusion. Helps build effective teams and community partnerships by fostering a common vision. Manages conflict constructively, with team and community. Assesses team dynamics and takes appropriate actions to engage team in ongoing work. Communicates needs and goals effectively, while demonstrating empathic listening for others. Able to tell the story of the Kentucky YMCA's cause and impact in the community.

Operational Effectiveness: Able to analyze, comprehend, and articulate operational goals and strategies of the organization. Able to anticipate likely outcomes and decide best course of action, while balancing risks and implications across multiple projects. Incorporates creative thinking and discussion techniques to meetings and brainstorming. Builds perspective by engaging others in open dialogue. Sets the norm of continuous improvement. Willing and excels in self-management of multiple ongoing projects, and setting

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clear goals and processes. Holds self and team accountable for high-quality, timely, and cost-effective results.

Personal Growth: Has a passion for learning that drives the pursuit of new knowledge and ideas. Listens and observes to gain new insight and continually improve performance. Actively supports and remains accessible to others during times of change or stress (e.g. conference seasons). Manages emotions appropriately and avoids becoming defensive or asserting inappropriate control when under pressure. Approaches others and addresses sensitive issues in a productive and non-threatening manner. Has functional knowledge to complete the job, and uses best practices as a framework to improve performance.