



Internship: Teen Club

Organized group programming for school-age teens

Hartville Migrant Council, Inc. (HMC), is a non-profit organization providing health and education services for the local migrant community. HMC is looking for an intern interested in serving the economically disadvantaged and medically vulnerable workers and their families. HMC strives to engage the local migrant teenagers in productive and beneficial programs that address the mind, body and spirit. The intern who fills this position should expect to learn about the public service field from many aspects and will complete this program ready with hands on experience helping individuals and families in need.

It's essential that applicants to this position have strong communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

Responsibilities

- Greet community teens and arrange communication with on-site interpreter if needed
- Facilitate programs to the teens of the migrant community ensuring to communicate program overview, needs, requests, times/dates, etc. to families in advance
- Create 8-week program curriculum to engage community teens mentally and physically and submit to Director of Services for approval
- Ensure that migrant teens are not exposed to unnecessary risk of injury or illness through programming activities
- Submit program supply requests timely, at least 1 week prior to need
- Collaborate and engage with program volunteers
- Write program overview and updates for newsletter and submit monthly
 - include photo's if releases are in place
- Write and submit full season program overview for annual report, at the end of the program

Requirements

- Serve 10 hours per week over a 10-week period
- Understand the fundamentals and different approaches working with teenagers
- Strong oral and written communication skills
- Proficient with Microsoft Excel and other Microsoft Office applications

Benefits

- Hands on experience working directly with families of an underserved population
- Shadowing, mentoring, and training opportunities with skilled professionals
- Opportunity to participate in local events and meetings

Contact

For more information, email the Director of Services at HMCServiceCoord@gmail.com , use the internship title (top right corner) for your subject line.