**Position Title**: After-School Program Intern

**Reports To**: Empowerment Programs Manager

**Location**: YWCA Carlisle & Cumberland County

**Position Overview**: The YWCA Carlisle is seeking dedicated and enthusiastic individuals to intern in our After-School Program. This position offers a unique opportunity to gain hands-on experience in educational program management, child development, and community engagement. The intern will assist in the daily operations of the program, working closely with the Empowerment Programs Manager to provide a safe, supportive, and enriching environment for children.

**Key Responsibilities**:

* **Program Implementation**:
	+ Assist in planning and executing daily activities, including academic support, recreational activities, and enrichment projects.
	+ Help create and adapt lesson plans that are engaging and educational for children of various ages and backgrounds.
	+ Ensure activities align with the YWCA's mission of empowerment and community building.
* **Child Supervision**:
	+ Monitor and engage with children during program hours to ensure their safety and well-being.
	+ Support children in their academic work, providing tutoring and guidance as needed.
	+ Foster a positive and inclusive environment where all children feel valued and respected.
* **Administrative Support**:
	+ Assist with attendance tracking, reporting, and maintaining accurate records of program activities.
	+ Help prepare materials and supplies needed for daily activities and special projects.
* **Parent and Community Engagement**:
	+ Communicate effectively with parents and guardians about their children's progress and any concerns.
	+ Support outreach efforts to increase program visibility and participation within the community.
	+ Assist in organizing and executing community events related to the after-school program.

**Qualifications**:

* Currently pursuing a degree in Education, Child Development, or a related field.
* Passionate about working with children and contributing to their growth and development.
* Strong organizational, communication, and interpersonal skills.
* Ability to work collaboratively in a team environment and independently when required.
* Previous experience working with children in a school or community setting is preferred but not required.

**Benefits**:

* Gain valuable experience in program management and child development.
* Opportunity to make a meaningful impact on the lives of children in the community.
* Develop professional skills and build a network within the nonprofit and education sectors.
* Receive mentorship and support from experienced YWCA staff.

**Application Process**: To apply, please submit your resume, a cover letter detailing your interest in the position, and a list of three references to kmalloy@ywcacarlisle.org. Applications will be reviewed on a rolling basis until the position is filled.

**Position Title:** Empowerment Intern

**Department:** Empowerment Department

**Reports To:** Empowerment Programs Manager

**Overview:** The YWCA Empowerment Department is seeking a dedicated and enthusiastic intern to assist in the development and implementation of various empowerment programs. This internship offers a unique opportunity for a student to gain hands-on experience in program planning, execution, and evaluation, while contributing to the mission of empowering women and promoting social justice. The intern will report directly to the Empowerment Programs Manager and will play a vital role in supporting programs, events, workshops, and community outreach initiatives.

**Duties and Responsibilities:**

1. **Program Support:**
	* Assist in the planning and execution of programs and other educational initiatives.
	* Develop engaging and age-appropriate lesson plans and activities for program participants.
	* Support the implementation of workshops and events, ensuring materials and resources are prepared and organized.
2. **Student Interaction:**
	* Engage with students in a positive and supportive manner, fostering a safe and inclusive environment.
	* Provide one-on-one or small group assistance.
	* Encourage student participation and facilitate discussions on various topics related to empowerment and personal development.
3. **Administrative Tasks:**
	* Maintain accurate records of student attendance, participation, and progress.
	* Assist with the creation and distribution of promotional materials for programs and events.
	* Prepare reports and presentations on program outcomes and participant feedback.
4. **Community Engagement:**
	* Participate in community outreach efforts to promote YWCA programs and services.
	* Collaborate with local schools, organizations, and community members to enhance program offerings and reach a broader audience.
	* Represent the YWCA at community events and meetings as needed.
5. **Professional Development:**
	* Attend training sessions, workshops, and meetings to enhance skills and knowledge relevant to the position.
	* Receive mentorship and guidance from the Empowerment Programs Manager and other YWCA staff.
	* Reflect on experiences and provide feedback to help improve program quality and effectiveness.

**Qualifications:**

* Currently pursuing a degree in Education, Social Work, Psychology, or a related field.
* Strong interest in empowerment, social justice, and community development.
* Excellent communication and interpersonal skills.
* Ability to work independently and as part of a team.
* Strong organizational skills and attention to detail.
* Experience working with children or youth is preferred.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic computer skills.

**Benefits:**

* Gain practical experience in program planning and implementation.
* Develop skills in student engagement and community outreach.
* Receive mentorship from experienced professionals in the field.
* Contribute to meaningful work that makes a difference in the community.
* Potential for academic credit, depending on university requirements.

**How to Apply:** Interested candidates should submit a resume and cover letter detailing their interest in the position and relevant experience to kmalloy@ywcacarlisle.org.

**Position Title:** Master Level Intern - After-School Program Management

**Department:** Empowerment Programs

**Reports To:** Empowerment Programs Manager

**Location:** YWCA Carlisle

**Position Overview:** The Master Level Intern will play a pivotal role in managing and supervising undergraduate interns who assist with the YWCA's after-school program. This position is designed for a graduate student pursuing a degree in Education, Social Work, Public Administration, or a related field. The Master Level Intern will support the Empowerment Programs Manager by ensuring that the after-school program runs smoothly and that the undergraduate interns are effectively guided and mentored.

**Duties and Responsibilities:**

1. **Supervision and Management:**
	* Oversee the daily activities of undergraduate interns to ensure they are adhering to program guidelines and delivering quality educational support.
	* Provide ongoing mentorship and guidance to undergraduate interns, helping them develop their professional skills.
	* Conduct regular check-ins with interns to assess their performance, address any challenges, and provide constructive feedback.
2. **Program Coordination:**
	* Assist in the planning and coordination of after-school program activities, ensuring they are engaging, educational, and aligned with program goals.
	* Coordinate schedules and assignments for undergraduate interns to ensure adequate coverage and support for all program activities.
	* Monitor the progress and effectiveness of the after-school program and recommend improvements as needed.
3. **Training and Development:**
	* Develop and conduct training sessions for undergraduate interns on topics such as classroom management, conflict resolution, and effective tutoring techniques.
	* Organize professional development workshops to enhance the skills and knowledge of undergraduate interns.
4. **Communication and Collaboration:**
	* Act as a liaison between undergraduate interns and the Empowerment Programs Manager, facilitating clear and effective communication.
	* Collaborate with the Empowerment Programs Manager to address any issues or concerns related to the after-school program or intern performance.
	* Communicate regularly with parents and guardians to provide updates on student progress and program activities.
5. **Administrative Support:**
	* Assist with administrative tasks related to the after-school program, including attendance tracking, record keeping, and reporting.
	* Help in the preparation of program materials and resources needed for daily activities.
	* Support the Empowerment Programs Manager with any additional tasks or projects as needed.

**Qualifications:**

* Currently enrolled in a master’s program in Education, Social Work, Public Administration, or a related field.
* Previous experience working with children in an educational or recreational setting.
* Strong leadership and supervisory skills with the ability to mentor and guide undergraduate interns.
* Excellent organizational and time-management skills.
* Effective communication and interpersonal skills.
* Ability to work independently as well as part of a team.
* Commitment to the mission and values of the YWCA.

**Benefits:**

* Gain hands-on experience in program management and supervision.
* Develop leadership and professional skills.
* Opportunity to make a meaningful impact on the lives of children and undergraduate interns.
* Networking opportunities within the education and non-profit sectors.

**Application Process:** Interested candidates should submit their resume, cover letter, and two references to kmalloy@ywcacarlisle.org. Please include "Master Level Intern - After-School Program Management" in the subject line of your email.