



YTP MAIN OFFICE INTERNSHIP

JOB TITLE: Program Intern

HOURS: Variable, Decided upon by Supervisor and Intern

STATUS: Unpaid

PROGRAM DESCRIPTION:

The Youth Tutoring Program is an after-school educational enrichment program for at-risk, mostly immigrant and resettled refugee students grades 1st-12th who live in six low- and mixed-income housing communities in Seattle. Begun in 1991 as a partnership with the Seattle Housing Authority, the tutoring centers provide youth with a safe, positive, and stimulating environment to explore learning and experience academic and personal success. We work within the communities we serve, offering tutoring through community volunteers, and also connecting with schools and parents.

This position is appropriate for Masters' level students pursuing a degree in nonprofit management, community development or fundraising/marketing. The job can be tailored to focus on a specific concentration, which can be negotiated as the candidate proceeds through the interview process. The Intern will spend the majority of their time working at the Youth Tutoring Program office.

DUTIES AND RESPONSIBILITIES (MAY INCLUDE):

Education Focus

- Assist Education Manager in researching current trends and events in Seattle Public Schools and specifically the Common Core Curriculum
- Assist Education Manager and Curriculum Committee in researching, developing and disseminating new curricula materials
- Assist Education Manager in providing extra support to tutoring centers when needed. Assist with enrollment processes, giving and grading student assessments, and various other tasks.
- Assist with organization of center's educational resources.
- Attend All-City Tutor Training and other training activities.

Volunteer Systems

- Assist in processing volunteer information and collecting references
- Identify and connect with volunteer-rich businesses and community groups as potential sources of volunteers
- Work with schools and colleges to recruit students through clubs, classes and teams to volunteer within YTP
- Support and celebrate volunteers through regular contact, small events, thank you notes

- Assist with volunteer training sessions as needed

Fundraising

- Assist in planning, implementation and follow through of fundraising events
- Assist with researching prospective donors
- Compile database of prospective funding sources
- Foster Employer Supported Volunteerism connections through corporate outreach
- Follow up on fundraising applications, in-kind donations and/or relationship-building

HOURS:

Hours for this position are variable, Mondays through Fridays. Hours are based on program needs and the Intern's schedule. The agreed upon schedule will be formalized in the contract between the Intern and the Supervisor. A minimum commitment of six months is expected.

PREFERRED QUALIFICATIONS:

- Excellent communications skills, both oral and written, are essential
- Strong project management skills
- Professional interest in the areas of education, fundraising and nonprofit organizations
- Skilled in Microsoft Office; and adept at learning new programs quickly

EDUCATION:

This is an unpaid internship, suitable for individuals pursuing requirements for the completion of their masters' degrees.