TEMPORARY ASSIGNMENT OPPORTUNITY – CITY OF SAINT PAUL, PARKS AND RECREATION

Title: Youth Job Corps Job Coach Intern

Hours: 5 Hours planning with YJC Job Coaches in early June

Average of 3-13 hours/week, weekday mornings June - August 2012

(schedule negotiable depending on intern's requirements)

YJC Job Coach Internship Description:

The YJC Job Coach Intern is a motivated and interested individual who will provide assistance in training and mentoring YJC participants throughout the course of the summer. The position will require planning and co-leading weekly training workshops in topics such as professionalism, conflict resolution, working with younger children, and more. The position will help ensure that teens placed at recreation centers have a meaningful work experience and develop the skills needed to be successful in the workplace.

Interns will co-facilitate weekly two-hour YJC staff meetings for three cohorts of participants. These staff meetings will include discussions of work experiences and issues, check-ins about progress on individual summer learning goals, and workshops on various work readiness and job skills topics, including resume writing and interviewing.

The YJC Job Coach Coordinator will provide at least one hour of reflection, support, and supervisory time with interns each week.

Primary Responsibilities:

- Collaborate with other staff and interns in planning weekly meetings
- Facilitate groups of teens in workshops developing professional skills
- Build positive, caring relationships with teen participants
- Lead ice-breaker activities and facilitate positive group development

Qualifications:

- Demonstrated interest in building positive relationships with teens
- Experience or interest in facilitating groups
- Comfortable using computers (i.e. email, Microsoft Word)
- Ability to follow through on tasks in a timely manner
- Ability to work with people from diverse socioeconomic and cultural backgrounds
- Good verbal communication and listening skills.
- Interested in youth work and community engagement

Interested applicants should submit a resume and cover letter to Catherine Penkert at Catherine.penkert@stpaul.gov by 4:30 P.M. on TUESDAY, APRIL 30. In the cover letter, please describe why you are interested in the internship and what experience and/or training you have that prepares you for this type of role.

Learn more about the Youth Job Corps program by visiting

- www.stpaul.gov/youthjobcorps
- www.facebook.com/youthjobcorps