

College Intern Position Description

2017 Summer Program



Position Summary:

The *College Intern (CI)* is responsible for assisting their Team Leader (*TL*) in the supervision of a team of up to 12 boys and young men, ages 12-18, during our 2017 Summer Program Session. The *CI* uses positive youth guidance techniques including, mentoring, positive role modeling, conflict resolution and positive discipline to ensure that participants complete all work assignments and service projects. The *CI* reports directly to the Program Director (*PD*).

Essential Job Duties:

- Assists with the development, coordination and implementation of team building activities.
- Assists with maintaining adequate program supplies which are consistent with site budgets.
- Interact with youth, staff, parents and community members in a professional manor.
- Promote and stimulate interest and participation in various program activities by members.
- Maintain a safe environment for all participants.
- Participates in staff meetings as directed by the *PD* or Director of Operations (*DOO*).
- Participates in special initiatives and events.
- Assists with maintaining adequate program supplies which are consistent with site budgets.
- Monitor and track daily attendance or participants.
- Drive organization vans.
- Responsible for other duties as assigned by the *PD*.

Qualifications and Requirements:

- Must have a minimum of 24 credit hours of college, vocational or technical school.
- Experience in coordinating youth development activities and lesson plans.
- Experience with building positive group dynamics and ability to relate to urban youth.
- Proven ability to supervise, motivate and guide work plans of other staff.
- Effective oral and written communication skills
- Must have a valid driver's license and satisfactory driving record.
- Must pass a background check.

Physical Requirements/Work Environment:

Work requires ability to function in both an administrative office and youth program areas. Some lifting and physical activity/exertion required.

Job Information:

Salary: **\$13 per hour**

Timeframe: **May 30, 2017 to July 21, 2017**

Average Hours per Week: **36-40 hours per week**

Work Day(s): **Monday – Friday (Some Saturdays)**

Benefit(s): **None**

Application Instructions:

Submit cover letter, resume and college transcripts to Lynn Johnson, Director of Operations, by email to lynn.johnson2@urckc.org or mail to Urban Ranger Corps, 5908 Swope Parkway, Kansas City, MO 64130.

Deadline to apply is April 15, 2017. If you have additional questions, please call our office at (816) 333-6455.

Employer Information:

Urban Ranger Corps is an organization that provides boys and young men ages 12 to 18 with a unique opportunity to develop the appropriate life skills necessary for them to become successful and contributing members of society. To learn more about URC visit us at www.urckc.org.

Urban Ranger Corps is an equal opportunity employer and does not discriminate against any individual on the basis of race, color, gender, age, national origin, marital status, gender preference or disability. URC is a substance free (including tobacco) workplace.