



# SCHOOL-AGE CHILD DEVELOPMENT INTERN

**Position Title: School-Age Child Development Intern**

**Date:** \_\_\_\_\_

**FLSA Status: Part-time Non-Exempt/Paid**

**Student:** \_\_\_\_\_

**Reports to: Associate Director**

**College/University** \_\_\_\_\_

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**POSITION SUMMARY:** Under the supervision of the Associate Director, the intern will assist in oversight of a Before and After school site during the scheduled school year as well as a group of children participating in the YMCA Before and After School Program with character development as the chief mission of the YMCA while personally exhibits a commitment to the goal in all YMCA operations.

## **CUSTOMER SERVICE EXPECTATIONS:**

1. Display a friendly, helpful and positive disposition.
2. Provide customer service that is thorough, timely, organized and accurate.
3. Help ensure the YMCA is meeting member and participant needs by utilizing good listening skills, attentiveness, objectivity and patience in all situations.
4. Place members and participants as the first and highest priority showing kindness and compassion at all times.
5. Demonstrates the YMCA core values of caring, honesty, respect and responsibility through all daily activities and responsibilities.

## **PROGRAM SPECIFIC DUTIES:**

1. Shared responsibility for the safety and well-being of all program participants at all times.
2. Provide a high level of customer service while dealing with YMCA members, guests, and staff.
3. Supervise group activities in accordance with the goals and policies of the YMCA of Springfield.
4. Assist with the daily set up and take down of activity area, craft projects and snack.
5. Complete group attendance/absence sheets daily. Report attendance of DCFS and CCP participants to Program Assistant at the beginning of each month.
6. Develop a positive working relationship with parents of all program participants.
7. Report any problems with staff, children or parents to the Site Coordinator and be sure to document the incidents.
8. Know and adhere to all school policies and guidelines including shared spaces between the school and program.
9. Know and adhere to all Before and After School program guidelines.
10. Attend all staff meetings and trainings.
11. Provide availability to work a variety of hours that may include Before and After school hours Monday through Friday, early dismissal days and full days.
12. Be a positive role model for the staff and children.
13. Complete required training.
14. Complete necessary documentation.
15. Work closely with other department leadership to ensure quality and safety during structure programming.



### **YMCA COMPETENCIES (Leader):**

**Mission Advancement:** Accepts and demonstrates the YMCA's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **PHYSICAL DEMANDS:**

Sufficient strength, agility and mobility to perform essential functions and to supervise program activities.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to handle or maneuver objects and children; reach with hands and arms; stoop, kneel, crouch, or crawl; being outside, and talk or hear. The employee is occasionally required to climb or balance.

The employee must regularly lift; move and/or support up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **QUALIFICATIONS:**

Must be at least 18 years of age with,

- Two years of credit from an accredited college or university with 10 semester hours or equivalent quarter hours in courses related directly to school-age children; for example, but not limited to, child development, home economics education, early childhood education, elementary education, physical education, recreation, camping or any other related field.
- OR two years (3120 clock hours) of experience working directly with school age children where performance has been evaluated; for example, but not limited to, scouting programs, child care center and recreation programming



## Roles and responsibilities of a YMCA intern

The student intern should complete the following steps:

- Sign a letter of acceptance of internship position at the YMCA.
- File necessary registration information with the academic institution.
- Report to the YMCA at the agreed-upon start date.
- Adhere to required work hours, policies, procedures, and rules governing professional staff behavior.
- Report for work on time, complete assignments, and maintain a professional attitude and appearance.
- Notify the YMCA internship supervisor of any unavoidable absences or of any difficulties with the internship responsibilities.
- Notify the YMCA internship supervisor of any changes in enrollment status.
- Adhere to YMCA confidentiality policies and procedures.
- Maintain professional relationships with YMCA staff, members, and volunteers.
- Utilize a courteous, enthusiastic, open-minded approach to policies and procedures within the profession.
- Be consistent and punctual in the submission of all work assignments.
- Ask for assistance when needed.
- Ask for feedback including constructive criticism to modify or change behavior/performance for the better.
- Maintain a job activity journal with comments on specific problems and challenges and outcomes. Periodically ask the YMCA internship supervisor to review the journal and add his/her reflections, comments, and evaluations.
- Assemble a work portfolio to show potential employers. This may include documents, press releases, new procedures, research, or other projects you have developed. Keep notes on those items that do not produce tangible results such as participating in meetings or offering new ideas for improving an organizational system.
- Submit a summary paper covering his/her intern experience to the YMCA internship supervisor at the end of the internship. The nature of the paper and its scope will depend on each individual intern's experience.



# Internship Agreement

## Student Orientation

1. Date completed:

## Educational Goals

- A. As identified by the intern:
  
  
  
  
  
  
  
  
  
  
- B. Additional goals identified by the supervisor:

## Intern Tasks – Direct learning and personal development opportunities

1. Available for direct supervision of children and activities at least 6 – 10 hours per week and 5 hours additional per month administrative related activities, projects or trainings.
2. Take the lead developing and implement activities which fit the needs and interests of program participants by introducing a new activity for the students which would include planning, training staff, scheduling and implementation Effectively
3. Meet with Director and/or Program Assistant weekly to review accounts and any areas of concern.
4. Submit weekly reports and supply requests.
5. Incorporate Character Development into all areas of the Before and Afterschool program through a project, game or activity.
6. Assist in the interviewing of prospective Before and Afterschool program staff and volunteers as needed.
7. Assist in training to all staff to further develop a strong safety and development culture within the Springfield YMCA Association.
  
8. Observe and learn about the administrative components of management including the aspects of hiring, training and retaining staff.
  
9. Provide feedback and observations related to guidelines, policies, and procedures as well as being accountable for safety implementation strategies.
10. Participate in and learn the concepts and approaches to strong risk management and safety practices to help protect our patrons and community, prevent injuries, and reduce the frequency and severity of incidents.
11. Present at least one component of in-service trainings which serves as continuing education and development of staff.
12. Attend at least one management staff meetings for exposure to the management of programs and facilities.



**Personnel Details**

- A. Work schedule (days and hours)
  
- B. Holiday and sick leave arrangements
  
- C. Compensation
  - a. Hourly Rate:
  - b. Access to YMCA facility and programs allowed
  - c. Reimbursed for required training, travel, equipment or supplies which are not part of the internship as outlined by the college or university.
  - d. If additional placement is made for other department job positions or non-intern related tasks a rate of pay and schedule will be established
  
- D. Weekly/bi-weekly meeting schedule
  
- E. In-Service Schedule

**EVALUATION**

Formal evaluation will take place mid-term and at the conclusion of the internship.

It is agreed that the learning agreement will be reviewed periodically to assess progress and to negotiate changes where desired or needed.

**AGREEMENT**

I (student), \_\_\_\_\_, agree that it is my intention to complete this internship according to the guidelines and procedures of the YMCA to the best of my ability and to complete all requirements as designated by the "College/University."

\_\_\_\_\_  
(Student) (Date)

\_\_\_\_\_  
(YMCA Internship Supervisor) (Date)

\_\_\_\_\_  
(College Internship Supervisor) (Date)