



## Non Profit Operations Management Internship Focus: Program Management

**School Year: August - April**

**Job Function:** Youth Development and Management, Peer Leadership, Youth Program Implementation Non Profit Management

**Our Mission:** Future for KIDS mission is to provide mentor driven out-of-school time programs and camps that focus on academics, athletics, and ethics to improve the lives of youth facing adversity.

**Program Management Intern Job Description:** The intention of this program management internship position with Future for KIDS is to groom a future community leader of the nonprofit sector. This internship will not just include a personalized project in your area of interest, but also assist in developing the needed skills in the many departments of the nonprofit. The candidate must be available a minimum of 16 hours per week which includes 10 office hours and 6 hours serving the mission of the agency. You will grow an understanding for the mission of Future for KIDS and take part in programs to gain a full-circle understanding of who our programs impact. You will implement and provide direction in our youth program "Discover Your Future". Attendance at Future for KIDS hosted events will allow you to develop the skills to comfortably go out into the nonprofit world. A transportation stipend will be paid upon successful completion of internship.

**Discover Your Future Program Goal:** To keep youth engaged during vulnerable after-school hours by providing them the opportunity to interact with caring mentors in a structured program environment.

We partner with Title I Schools, Low-income Housing Communities, and Boys & Girls Clubs throughout the valley to provide our 2 hour *Discover Your Future* Program. Interns are able to choose 2-4 sites at which to mentor.

Be a part of "something bigger"—Future for KIDS has changed the lives of over 129,000 at-risk children throughout the Phoenix Metropolitan areas since 1991.

**A successful Program Management Intern will be able to affect the lives of youth and also build their resume by gaining experience in the areas of:**

- Mentorship
- Program implementation
- Youth development
- Leadership development
- Professionalism
- Event Logistics Planning
- Networking

### Specific Duties Include:

#### Non-Profit Management:

- Assist Program Manager in implementation and management of program
- Serve as on-site support for all events
- Assist with various research projects
- Increase brand awareness
- Grant Writing
- Volunteer Management
- Assist Community Relations Manager with implementation of marketing projects

#### Program Management:

- Facilitate ethics topics such as: honesty, forgiveness, responsibility, respect
- Assist small groups of youth with academic activities
- Read to children and hold discussions
- Assist with fitness and athletic activities
- Assist Program Leaders in implementation and management of program as needed
- Assist with program development, implementation and management
- Attend and assist 2 Lunch & Learns

### Internship details/dates:

- *Discover Your Future* Program runs from September – April: Interns serve 26 consecutive weeks (there is an intersession during the winter and Thanksgiving during Fall)
- Assist with coordination of Sports Camps (3 per year – October, February, & May)
- Minimum 10 office hours during the week to complete assigned projects that support our mission
- 6 direct service hours with youth facing adversity per week
  - Program runs Monday through Thursday at 10 different sites throughout the valley during the afterschool hours (Ranging from 2pm – 6pm)
  - Interns choose 2 sites at which to mentor
  - Locations in Mesa, Tempe, Phoenix, Scottsdale, Guadalupe
- 6 hours of training prior to *Discover Your Future* program start date (Mid-Late August)

**Desired Qualifications:** Ideal candidate has high energy, a passion for working with youth, and a desire to learn about non-profit program implementation. He/She must have reliable transportation and the ability to travel to multiple site locations in the Scottsdale, Tempe, Mesa, and Phoenix areas.

**Please apply online at [www.futureforkids.org/internships/](http://www.futureforkids.org/internships/)**