



<b>Job title</b>	<b>Program Leader Intern</b>
<b>Reports to</b>	<b>Program Manager</b>
<b>Position Value</b>	<b>Stipend per semester</b>

### Job Purpose

The **Program Leader Intern** is an incredible opportunity to implement and run youth programming for at-risk youth in our program locations across the valley. Our program is called “Discover Your Future”, is 2 hours long after school and involves the implementation of Ethics, Academics and Athletic activities. Students will participate in fun indoor, hands-on activities, as well as play games and sports outdoors. The Program Leader is responsible for running the program and supervising/coaching the volunteers who work directly with the children. All the curriculum is pre-selected and created by Future for KIDS ahead of time, your job is to implement it. Additional office hours available for professional development.

**Hours Per Week:** 10-20 hours per week between 1:00pm-6:30pm, Mondays, Tuesdays, Wednesdays, and Thursdays.

The opportunity for additional hours includes Youth Sport’s Camps and awareness tabling events.

**Program Start/End Dates:** Immediate start, implementing Programs until May, office work in the summer + summer camps. Programs resume September 2022 and end May 2023

### Duties and Responsibilities

All responsibilities listed below are essential to the satisfactory performance of this position.

- Implement the 2 hour “Discover Your Future” program at program locations
- Implement program curriculum effectively and accurately
- Manage large groups of youth (up to 50) and volunteer mentors
- Conduct professional meetings with volunteers
- Maintain a professional relationship with school staff
- Manage program logistics, supplies, daily set-up and clean-up, attendance lists, data collection
- Communicate with Program Manager, Program Coordinator or Volunteer Coordinator regarding all program concerns
- Be available to help with other tasks related to Future for KIDS, including camps, awareness events, fundraisers, volunteer trainings, mobile STEM outreach with company vehicle, etc.

### Qualifications

- Experience managing youth programs and activities
- Ability to educate, inspire, motivate, empower, manage, and lead youth participants and adult volunteers
- Ability to delegate responsibilities to adult volunteers
- Classroom management skills
- Strong leadership skills
- Reliable transportation with space for transporting program supplies and sports equipment
- Excellent organizational and communication skills
- Experience training/coaching others

### Working Conditions

You will be responsible for evening, weekend work, and working outdoors.



### **Physical Requirements**

You may be called upon to lift objects in the storage area, program events, and fund development events. During the Discover Your Future Program you may be required to participate in sports and activities.

### **Direct Reports**

Program Manager

### **How to Apply:**

Please send your resume and cover letter to John Hopper at [john@futureforkids.org](mailto:john@futureforkids.org)

No Phone Calls