



TEEN PROGRAM INTERN

GOAL OF POSITION:

Under the leadership of the Director of Student & Family Engagement, the Teen Program Intern will provide assistance with planning, organization, and implementation of various programs and events for the THRIVE Middle & High School Program.

THE TEEN PROGRAM INTERN MUST BE:

- Willing to sign The Mix Statement of Faith.
- Have a passion for the mission of The Mix and fully support the organization's core values.

RESPONSIBILITIES WILL INCLUDE, BUT NOT LIMITED TO:

1. Support the Program Team in creating themes, ideas, games, and events for the THRIVE Middle & High School program.
2. Assist in program development by researching new program ideas and events.
3. Assist with day to day preparation and execution of programs and activities, including lesson planning guides and logistic timelines.
4. Provide support with all programs, activities and events including gathering supplies, set-up, and clean-up.
5. Increase student participation and retention through facilitating tours, sending welcome cards, putting together new student prizes, and contributing innovative ideas on how to increase student engagement.
6. Build impactful relationships with teens during programs, activities and events.
7. Continue to build a database of contacts and information for speakers, etc.
8. Help create a hospitable environment for speakers and vendors as requested.

9. Provide administrative support for day to day operations when needed.

MUST POSSESS:

1. Strong understanding of preventative care and importance of proactive approach to social services.
2. The ability to work well with individuals and groups of students in a fast-paced and highly detail-oriented environment.
3. The ability to work independently and with a team to meet deadlines and complete all tasks with excellence and with minimal management.
4. A friendly, responsive, and patient demeanor and outgoing personality.
5. Sensitivity to different opinions and adaptability to various personalities.
6. Strong communication and interpersonal skills, including both writing and verbal.
7. Personal and professional integrity. Committed to excellence.
8. Clear and creative thinking.
9. Strong organizational skills.
10. The ability to lift more than 15 to 20 pounds.

SUCCESSFUL INTERNSHIP/PARTNERSHIP:

It is the desire of The Mix, through our internship program, for each intern to experience hands-on training in a career area of interest and develop practical leadership skills for the future. We encourage interns to:

1. Set personal goals for what he/she would like to accomplish during their internship.
2. Have regular informational meetings with staff.
3. Tackle all tasks with enthusiasm, humility, and a positive attitude.
4. Take advantage of opportunities to learn more about the organization.
5. Gain exposure to new ideas and people (network).
6. Not be afraid of asking questions.
7. Take initiative.