



PROGRAM INTERN

GOAL OF POSITION:

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

THE 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. Assist the Director of Student & Family Engagement in planning, promoting, and facilitating afterschool programs.
2. Initiate rapport and build impactful relationships with youth and parents.
3. Identify student needs and encourage student involvement in programs and appropriate interventions.
4. Assist in researching and maintaining a program element (i.e. community resources database, resource files, community service projects, etc.)
5. Communicate effectively with the program team, documenting data in student records.
6. Maintain quality of programs and student involvement (meeting core elements: educate, engage, encourage, equip, and empower) and contribute to program assessment.
7. Provide support in setting up/cleaning up after programs, activities and events.
8. Be present and engaged during all programs and activities.

9. Assist in creating new program ideas and events for the school year.
10. Assist in community outreach efforts.
11. Provide administrative support for day-to-day operations when needed.
12. Other duties as assigned by the Program Staff

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.