

Organization: Duluth Area Family YMCA

Internship: Program Administration

Location: Harbor Highlands Community Center

Hours Required: Flexible



The Y: We're for youth development, healthy living and social responsibility.

Position Summary:

Provides administrative and program support for Out-of-School Time programs, ensuring compliance with state requirements, assisting with grants and fundraising, supporting program improvement efforts, promoting equity and diversity, and handling documentation, logistics, and general office tasks.

Essential Functions:

- Supports out of school time program registrations by ensuring State Certification requirements are met and assisting with childcare county assistance paperwork.
- Keep program documentation up-to-date.
- Participate in Association and Branch fundraising efforts.
- Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.
- Supporting program evaluations and continuous improvement plans.
- Researching best practice resources on youth development curriculum and program development.
- Providing support with grant submission for local and national funder along with special events.
- Attends staff meetings and trainings as required.
- Provides general office support to Out of School Time Director.
- Traveling to deliver/pick-up of materials and supplies.
- Supports the state certification paperwork, requirement, and site visit preparation.

Required Qualifications:, experience with excel spreadsheets and Microsoft

1. Experience with excel spreadsheets and Microsoft software.
2. Strong skills in the ability to interact and work with people in a positive manner; excellent written and verbal communication skills required.
3. Able to work both on own initiative and as part of a team.
4. Strong organizational skills with ability to manage multiple tasks and responsibilities.
5. Will need to pass a NetStudy fingerprinting background check.

Compensation:

Interns do receive a YMCA membership during their internship. They also will receive a great experience working in the non-profit sector with one of the largest non-profit organizations in the nation.

Although this internship is unpaid, we will work with you and your school to assist you in receiving college credit. It is the responsibility of the student to determine if academic credit is available through their degree program.

Application Process:

- ☐ YMCA Internship Application (found at www.duluthymca.org)
- ☐ Cover Letter
- ☐ Resume
- ☐ Two letters of recommendation

Contact Information:

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