

# Roxbury Tenants of Harvard

## Youth Development Interns

### POSITION SUMMARY

RTH is searching for several creative, hard working and talented college interns. These individuals will report to the Youth Development Director and support the youth departments with various activities for middle and high school age students in the RTH community. Interns will mentor and counsel students in higher ed goals and career development.

### Positions available:

- Tutors
- Counselors
- Workshop facilitators
- Case managers
- Job coaches
- Graduation coaches

### Activities and workshops include:

- Education and homework help
- Sports and recreation
- College awareness
- Job readiness
- Health and wellness
- Life skills (i.e. Junior Achievement Workshops)
- Gender groups

### QUALIFICATIONS

- Majors: Sociology, Education, Human Services, Physical Education, Psychology, Finance, Marketing, Business Administration, Math, History, Biology.
- Willingness to work in a culturally diverse environment necessary.
- Ability to engage and support middle and high school students in group settings.
- Good temperament to engage and motivate youth.
- Good communication, organizational and leadership skills.
- Ability to speak Spanish or Chinese a plus!

### MAJOR RESPONSIBILITIES

- Outreach, engage and develop positive relationships with our youth.
- Implement outreach strategies to engage the youth in our community development.
- Assist and monitor the activities of the RTH Youth Center.
- Outreach to parents to gain support for RTH's youth programs, events and initiatives.
- Assist and/or co-facilitate job readiness workshops.
- Other duties as assigned by the Youth Development Director.

### ADMINISTRATION

- Keep accurate and up-to-date records on participants of youth programs.
- Prepare and provide post-activity evaluation data as appropriate.

### SKILLS AND EXPERIENCE

- Previous experience working at a nonprofit in an urban, multiracial and multicultural environment helpful, but not required.
- Good computer skills and familiarity with Microsoft Office programs.

**SALARY**

- This internship is unpaid. Course/coop credit can be provided depending on the requirements of your program. This internship is from January 2012 through May 2012. Minimum of 5 to 10 hours per week or more if possible.

**SUPERVISION**

- Reports to the Youth Development Director.

**HOW TO APPLY:** If you are interested in applying for one of these positions, please submit a cover letter and resume to Edgar Howe, Youth Development Director at [ehowe@roxburytenants.org](mailto:ehowe@roxburytenants.org).