2016 Internship Opportunity

Tenacity, Inc.
Boston, MA, 2134

Organization Mission - To improve the scholastic, character and physical development of urban youth by combining tennis instruction and academic support with a focus on life skills.

Primary Service Area - Tennis and Reading
Primary Groups of People Served - Youth (6-16),

Website URL and Facebook, or other information links, if available - www.tenacity.org,

Title of Internship - Summer Program Assistant

Primary Duties of Intern - - Assist in preparation of summer program: Training, Equipment
- Data entry: Registration, Attendance, etc.
- Site Operation Administrator: Delivery and management of critical site needs
- May help fill in for staff at one or more of our Summer Reading and Tennis sites.

Seeking Skills and Interests, including: Business Administration, Dance or Sports, Non-profit admin.

Important Work Qualities include - Attention to detail, Passionate about youth, Flexible.

Seeking Personal Qualities, include – Empathy, Patience, People-Pleaser

Percent of time internship is likely to spend with direct Client Contact - 90%

Details

Does the Organization require its own Application process? Phone conversation to confirm a good match

Orientation for Intern - 1 on 1 orientation for Summer Operations--prior to summer.
Professional Development and leadership training with entire summer staff: Behavior management, coaching principles, operation, conflict resolution, etc.

Ongoing professional development and supervisory feedback.

**Supervisor/Mentor Schedule** - Daily

**Physical Work Space** -

*Is this Organization Accessible via Public Transportation?* Yes, it's convenient.

*Does this internship require the use of a car?* No, there is no driving requirement with this internship.

**Personnel Background Security** - Cori/Sori - Cori/Sori

*Will your agency coordinate prior to internship?*

Yes Yes

*Is this a new offering in 2016?* No

*May more than one SHECP Intern fill this Position?* Is this Organization offering other different SHECP Internship Placements?

*Recommended Readings for internship preparations?* None required