ReSOURCE
Burlington, Vermont

Mission Statement: ReSOURCE’s mission is to meet community and individual needs through (1) education and job skills training, (2) environmental stewardship, and (3) economic opportunities. www.resourcevt.org

Internship Title: Summer Youth Programs Intern

Responsibilities/Projects:
ReSOURCE’s Summer Youth Programs Intern will support youth programs:
1. Summer Youth Employment Program: a program designed to give young men and women between the ages of 16 and 24 job skills training and work experience.
2. Academic Enrichment: Weekly academic support for 16-24 year old participants.
3. College Knowledge: A summer bridge program for youth to learn about post secondary education opportunities through site visits and exploration.

The Summer Youth Programs Intern will support the program through a variety of tasks:
- Recruiting and screening applicants
- Scheduling and leading formal and informal performance evaluations
- Scheduling and conducting training with ReSOURCE instructors
- Leading team building and personal and professional development classes with participants
- Conducting program evaluations with participants and referring agencies
- Supporting academic enrichment and tutoring sessions for youth completing high school graduation requirements
- Developing, scheduling, and leading visits to area post-secondary education institutions with youth involved in bridge programming from high school completion to college access

Qualifications:
- Experience working with youth, preferably leading programs or small groups
- Comfort communicating by email with professional staff and directly with program participants
- Direct, clear, supportive and collaborative communication style
- Excellent organization and time management skills
- Flexible, creative and solution oriented thinker

Working Conditions:
Work will be split between direct client contact and administrative work at a computer work station.

On-site Supervisor/Mentor:
Rebecca Dezan, Education Manager
Rdezan@resourcevt.org
(802) 793-5118
266 Pine Street
Burlington, VT 05401

Mentorship Plan:
Intern will attend a full Onboarding training session with ReSOURCE’s HR department. Additional training about specific summer youth programs and ReSOURCE’s training department will be delivered

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by the Education Manager. Coaching, mentoring and supervision will take place through formal weekly meetings, regular team meetings and on-going, informal meetings as needed.

**Preparation:**

- A good resource for information on working with Opportunity Youth by our National Affiliate: [https://youthbuild.org/](https://youthbuild.org/)

**Does the intern need to provide her own transportation?**

Encouraged, but not required