

# Illinois Valley YMCA Internship Program Guidelines



## Internship Goals

The internship goals are multi-faceted.

- ✚ The YMCA internship program is designed to assist the YMCA CEO, COO, Health and Wellness Director, Aquatics Director, Childcare Director, Senior Group/Birthday Party Director, Art Director, Maintenance and the Front Desk Staff to complete day-to-day operations.
- ✚ The internship program also is in place in order to assist the student gain college credit and experience in the recreation field.
- ✚ The YMCA internship program will also assist in strengthening relationships with local University programs.
- ✚ The internship program will help strengthen the YMCA and the Illinois Valley community through special projects and new program development.

## Internship Standards

The internship standards are to be observed and followed.

- ✚ The YMCA is looking for students that are currently enrolled in a 2 or 4 year collegiate program and who are studying recreation, Education, Social Work, or similar concentration.
- ✚ We are able to accept one (1) intern during the fall program session, one (1) intern during the spring session, and one (1) intern during the summer.
- ✚ Interns must show a willingness to learn, good work ethic and organizational skills.
- ✚ The program requires interns to have a flexible schedule and be willing to reschedule work hours weekly depending on the needs of the YMCA and its programs.

## College Credit Details

Based on an individual's college requirements, details are as follows.

- ✚ Each intern must have a collegiate supervisor or a contact at the university that they are currently attending. The purpose of the supervisor is to communicate grade suggestions, questions, concerns or disciplinary issues.
- ✚ The supervisor at the YMCA will be the Health and Wellness Director, with assistance from the CEO, COO, Aquatics Director, Childcare Director, Senior Group/Birthday Party Director, Maintenance and the Art Director.
- ✚ Number of weeks, hours and days worked will be determined by college requirements set forth by the University's departments. Set schedules and specifics will be discussed through the Wellness Director, CEO, Student and Advisor on an individual basis.
- ✚ Intern responsibilities and tasks will be developed based on the major, concentration and interest. These tasks and responsibilities will be decided between the Wellness Director, CEO, Student and Advisor and be decided on an individual basis.

# Illinois Valley YMCA Internship Program Job Description and Responsibilities



## Job Description

The Internship Program is designed to assist the YMCA *and* the student. It is the responsibility of the student to assist in the planning, design and implementation of programs at the YMCA based upon each individual student's requirements, interests and collegiate concentration.

## Job Responsibilities

- ✚ **Assist appointed department head:** Before beginning internships, interns will be placed with a specific department based on their interests and the needs of the YMCA. During their time at the YMCA they will be required to help run programs that the department is responsible for by assisting department heads with day-to-day operations.
- ✚ **Assist with needs of other departments:** From time to time other departments in the YMCA will need assistance. When there is down time throughout the intern's workday they should help with the needs of the YMCA. This may include front desk tasks, building maintenance, special events and more.
- ✚ **Develop a "Special Project":** With the approval of the Wellness Director, CEO and University Advisor each student will be asked to develop an idea to help the YMCA or community. This project could be an organization method, new program, special event, fitness class or partnership. A proposal will be submitted and upon completion a short presentation must be prepared. This project is designed to help students develop professionally, creatively and organizationally. The "Special Project" will help the YMCA somehow and will act as a great resume builder upon completion.
- ✚ **Work under the YMCA chain of command:** Communications, scheduling and issues will be handled through a chain of command at the YMCA. Interns will be expected to develop a schedule for project completions, daily work times and internship completion. Changes to these schedules should be reported in advance, when possible, to the proper YMCA personnel according to the chain of command.
- ✚ **Represent the YMCA in a positive manner:** While interning at the YMCA it is imperative that interns project themselves positively to the public, YMCA board and employees. Failure to do so may result in the termination of the position with the YMCA.

I, \_\_\_\_\_ have read and understand all the requirements for this position and agree to perform all tasks mentioned to the best of my ability in order to properly complete the internship program at the YMCA. Further, I understand that failure to follow these guidelines and carry out these responsibilities may result in the termination of my position at the YMCA.

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Director Signature \_\_\_\_\_ Date \_\_\_\_\_