YMCA OF AUSTIN- PROGRAM SERVICES BRANCH (AUSTIN, TX)

PROGRAM AREA: YOUTH DEVELOPMENT
POSITION: EARLY LEARNING READINESS INTERNSHIP

The Y is dedicated to building programs for youth development, for healthy living and for social responsibility that promote strong families, character values, youth leadership, community development and international understanding. The Y makes accessible the support and opportunities that empower people and communities to learn, grow, and thrive by providing supportive and inclusive environments that nurture the potential of every youth and teen, improves the nation’s health and well-being and provides opportunities to give back and support neighbors.

General Function:
The Early Learning Readiness Program is a signature Y-USA program that the YMCA of Austin coordinates and implements in the Austin Community. The program targets children ages 2-4 and their caregivers to help prepare them for pre-k, Kindergarten and beyond! Through this internship, the intern will be able to work exclusively with this program and help with its development and outreach. This is a great opportunity for someone who is interested in early childhood development as well as education.

Job Description:
Under the direction of the Early Learning Readiness Program Director, the intern will

- Promote and incorporate the YMCA five core values, 40 Developmental Assets, and character development model into all program activities
- Assist in the communication of program information to the community
- Provide accurate and timely program communication to YMCA staff, Directors, and Executives
- Actively and enthusiastically support the Branch and Association goals and directions through effective completion of tasks and verbal display to peers, staff, members and guests.
- Effectively complete tasks assigned by Early Learning Readiness Program Director
- Assist facilitators in building community, setting up, cleaning, and providing a learning opportunity for program participants
- Ensure curriculum is organized and fully written, provide support where needed in writing curriculum, sample center, etc.
- Assist in various outreach channels for incoming families; including helping or manage waitlist, researching referral agencies, creating or editing outreach support material
- Assist facilitators and program director in identifying and providing resources for caregivers in the program.
- Gain valuable teaching skills by observing children and assessing development based on Y-USA rubric

Requirements:
- Interested in contributing to the mission of the YMCA
- Reliable transportation to attend work
- Team player with a positive, service-oriented attitude
- Minimum 18 years of age
- Must have high school diploma
- Some college experience preferred
Preferred Qualifications:
- Strong written and verbal communication skills
- Proficiency in Microsoft Office, especially Excel, Word, and Outlook
- Must assume responsibility for accuracy and timeliness of work product
- Able to multi-task
- Bilingual

Benefits:
Individual membership to all YMCA's of Austin (over $600.00/year value)

To Apply:
Qualified applicants should submit an internship application, resume, and professional references to Ishmael Behrhorst at ishmael.behrhorst@austinymca.org.