



- Title of Position:** Youth Education Intern
- Purpose:** To assist Program Coordinator with the Youth Impact program, including the After-School program, summer programs, and other youth activities.
- Requirements:** Dependable, prompt, patient, non-judgmental, enthusiastic about working with youth of all ages, ability to plan youth events, able to maintain confidentiality, ability to speak, read, and write English, comfortable with computers and technology.
- Training:** Attend initial orientation meeting with program coordinator. Attend on-going trainings as required.
- Location:** 417 Welshwood Drive, Nashville, TN 37211; other locations in South Nashville are likely.
- Time Commitment:** Minimum of 15 hours per week; Consistent availability Tuesday and Thursday afternoons; specific schedule to be negotiated with supervisor

**Duties/Responsibilities:**

- Help plan educational activities and facilitate after-school or summer program for youth up to age 18.
- Work cooperatively with coordinators and other volunteers to determine program content and approaches.
- Assist with the coordination of and co-facilitate Culture Exchange Series
- Assemble handouts and required materials for presentations
- Outreach and recruitment of tutors for after school/summer program
- Assist with the development of outreach materials for program
- Assist with data entry with test scores, client data, and volunteer data
- Report time off to coordinator in a timely manner
- Record class attendance and inform coordinator of problems
- Dress in a manner that is mindful of the culturally diverse students we serve, appropriate for indoor and outdoor activities, and representative of a professional atmosphere.
- Assist with reception duties as needed
- Other duties as assigned.

**Supervisor:** This position reports to the Youth Education Coordinator.

If interested in the position, please email a resume and application to [volunteer@empowernashville.org](mailto:volunteer@empowernashville.org)