

Minnesota Children's Museum

Internship Position Description

Position Title: Youth Development Intern

Assignment Supervisor: Neighborhood Resource Coordinator

Phone: 651-225-6087

Department: Volunteer Services

Weekend Work Required

Last Updated On: 11/30/11

Commitment Expectation: 8-10 hours/week; 100 Hours

Purpose

During the school year, approximately 80 high school students volunteer on The Play Team, Minnesota Children's Museum's youth volunteer program. Volunteers play with children in the Museum galleries, facilitate activities, and provide customer service. One program goal is to provide high school students with significant experiences that build leadership, teamwork, and communication skills. Participants gain practical knowledge and skills that enhance college applications, resumes, and future educational and employment pursuits. Youth participate in "Daily Development" activities in leadership, customer service, working with children, public speaking, and more.

The Youth Development Intern is responsible for coaching youth volunteers in program facilitation and customer service, leading Daily Development activities, and adapting the Daily Development activities to align with best practices in youth development, Museum goals, and youth volunteer needs.

Responsibilities

- Review and revise current Daily Development practices
- Create new activities based on youth development practices
- Mentor youth volunteers in the areas of college and work force readiness
- Facilitate select youth volunteer trainings
- Work with Microsoft Word, PowerPoint, and Excel

Qualifications

- Experience with youth and youth development
- Willingness to learn; creative thinker; team player
- Ability to follow oral instructions and ask for assistance and additional explanation as necessary
- Ability and willingness to work independently with minimal supervision

Training Provided

- Volunteer Orientation; Intern Orientation; Assignment Training
- Ongoing and as needed

Benefits of Position

- Increase or reinforce knowledge of administrative work in a non-profit setting

- Enhanced leadership, development, and communication skills
- Assist youth in gaining skills that will help them succeed in college, the work force, and life

Other Benefits

- Informal and formal opportunities for social interaction with other volunteers and staff members
- One free Museum membership after 50 hours, 100 hours and every additional hundred hours
- Two free guest passes when you begin volunteering, and four free guest passes after you complete your first 25 hours
- Hours award pins after 50 hours, 100 hours and every additional hundred hours
- Invitations to events for volunteers, including an annual volunteer party
- Letters of reference when requested

Shifts Available

- Days: Flexible, Monday-Sunday
- Frequency: Twice a week – one weekend shift required
- Shift: Anytime between the hours of 8:45 a.m. and 5:00 p.m.