



Youth Bureau Intern

Roles and Responsibilities:

- The intern will be responsible for filing, shredding, updating brochures, flyers, teen help cards, etc.
- Be part of the SIDNE team, educating youth about the consequences of texting and driving, drinking and driving
- Attend Adventure Camp twice a week with Youth Bureau staff at Camp Herrlich with Putnam County youth ages 9-15 and work with youth fishing, hiking, boating, archery, climbing wall, arts and crafts, etc.
- Attend various meetings with Janeen Cunningham and Dawn Mullins, such as staff, program director, CCSI, PINS, CTC, etc.
- Help support Youth Court, Pegasus and the mentoring program

Qualifications and Education Requirements:

Must be enrolled in college or graduate program at time of application.
Driver's license required.

Specific Majors, Coursework, or Backgrounds that would be helpful to this work:

Social Work, Counselling, Education, or Recreation Management would be helpful.

Preferred Skills:

- Flexible hours, some evening work required.
- Computer skills a must
- Ability to work with elementary, middle and high school age students, good people skills and communication skills

Department: Youth Bureau

Location: Donald B. Smith Campus Bldg 3
110 Old Route 6
Carmel, NY 10512

Salary:	High School Student	\$9/hr.
	College Student	\$10/hr.
	Graduate Student	\$11/hr.

Schedule: 28 hours/week for 8 weeks

Supervisor: Janeen Cunningham

