

Stephen E. Garner Summers of Service 2022

Advocacy Center of Tompkins County - Youth Education Intern



United Way
of Tompkins County

Purpose of Position:

The Youth Education Intern will assist the Youth Educator in improving existing curricula and educational content, as well as developing supplemental youth audience programming, social media content, and outreach materials that center around sexual and relationship violence prevention. The Youth Education Intern will be asked to creatively consider ways in which Tompkins County teens can become involved with our agency's mission. This may include assisting the Youth Educator in creating events, promoting various agency events, representing the agency at events with staff, and researching relevant topics.

Site address/location of the position:

204 North Cayuga St. Ithaca, NY 14850

Special Instructions: The intern should plan on walking and/or securing other transport downtown to our agency office. Some remote work may be necessary and/or preferred at times - this will be coordinated between the immediate supervisor and the student as needed. Our office has a casual but professional dress code. Additionally, we have a fragrance-free policy and the intern must refrain from wearing products with strong scents when working in-person.

Required responsibilities/tasks of this position:

- Provide thoughtful feedback on existing programs and materials
- Gather resources that would be appropriate for use in educational content
- Identify relevant areas of concern and/or interest for youth that intersect with our agency's issues
- Develop educational content for social media as well as program supplements
- Foster community connections with other youth-serving organizations where appropriate
- Assist with community events and distributing agency materials
- Explore how areas of specific interest to them intersect with our issues and create content / guides / educational social media efforts related to those topics.

Skills necessary for this position:

- Ability to agree to and follow agency confidentiality policy and expectations of Education Department Interns as relates to professional behavior, eg communication with supervisor or project group members, dress and behavior while in the office or representing the agency in the community.
- Must be interested in topics of sexual and relationship abuse and abuse prevention.
- Reading comprehension: able to read and understand material at a high school level.
- Writing ability: able to write at a high school level, and willingness to have drafts reviewed by and final work approved by agency staff as needed.
- Computer skills: google suite familiarity strongly preferred.
- Internet access and ability to use email, google docs, google hangout, zoom and similar tools to communicate and collaborate on projects in addition to phone call/text.
- Social media experience helpful
- Friendly and warm personality, with clear communication style and ability to maintain appropriate boundaries in professional settings
- Willingness to participate fully in weekly supervisory meetings to mutually assess internship, work plan, and personal and professional development opportunities.
- Independently motivated to learn, willingness to make mistakes, and commitment to high quality end products.

Age requirement for this position in order to be compliant to state guidelines:

Preference given to rising juniors or seniors who have taken high school health and/or are more able to comment on high school classes, experiences, etc.

Leadership opportunities or decision-making expectations for the position:

- Share ideas as a member of team evaluating programs, curricula & materials
- Select meaningful topics and activities for toolkits to teach healthy relationship or abuse prevention skills
- Organize, advertise, host and evaluate a teen summer event
- Select topics of interest or need for website, blog and social media content
- Maintain confidentiality of Advocacy Center clients
- Maintain appropriate personal boundaries with clients, program participants, professional colleagues, and online

Other employment or life skills this internship will help the intern develop:

- Experience working within an education department at a county nonprofit which provides both sexual and domestic violence prevention education as well as advocacy services to survivors of abuse and those close to them
- Workplace experience and skills
- Opportunity to research and learn current best practices for effective, inclusive teaching practices
- Opportunity to attend webinars about program design and issues related specifically to teaching child sexual abuse, sexual harassment and assault, and relationship abuse, prevention topics as well as ways to teach healthy relationship skills
- Opportunity to facilitate youth activities
- Creating credited/by-lined activity toolkits and online content

Certifications obtained as part of the internship experience: No

Start and end dates of the internship:

Specific start and completion dates to be determined by the Youth Intern and their supervisor.

Schedule for this role (days/hours):

Estimated week of 15 hours per week. The majority of the intern's hours are expected to be scheduled between 9 am and 5 pm though there is some flexibility to allow for independent evening work time and/or evening programs. Specific schedule will be decided by the Youth Intern and their supervisor.

"Must-be-available" dates and any flexibility available: Determined with supervisor

Other information about a good match for the internship:

Must be interested in topics of sexual and relationship abuse and abuse prevention.