

**Position Title:** Leadership Training Program Intern (San Mateo County)

**Reports to:** Leadership Training Program Assistant

**Status:** Internship

**Hours Needed:** Approximately 10-15 hours per week

**Commitment:** A Summer or one Semester minimum; One year is preferable

**Brief Description of Leadership Training Program:**

The Leadership Training Program (LTP) is a one-year program providing individualized support and leadership development activities in a group setting to help youth ready for change and transform their lives.

**Program Components:**

Intensive individualized youth advocacy (5 hours/month—includes 2 in-person contacts)

- 1-on-1 case management
- Advocacy with probation, courts and lawyers
- School advocacy and educational support services to help youth get and stay on track with credit completion

Leadership Development

- 3-day wilderness retreat
- 4 hours/month of group activities/service learning projects

**Leadership Training Program Intern – Position Summary**

The Leadership Training Program Intern will provide organizational and administrative support to the Leadership Training Program, including administrative support to the LTP Assistant, LTP Case Managers and LTP Manager. S/he must function efficiently and effectively in a fast-paced professional environment and have the proven ability to complete multiple tasks and projects with diverse priorities and deadlines. This individual must be able to participate in youth activities, give youth rides, and help to plan activities as directed and guided by the Leadership Program Assistant. The ideal candidate will be dynamic, high-energy, and organized, and must possess strong written and verbal communication skills. S/he must consistently exhibit a high level of professionalism with all FLY staff, clients, stakeholders and visitors. The Leadership Program Intern will uphold FLY’s core values and be internally motivated by FLY’s mission.

**Primary Responsibilities\*:**

- **Provide Organizational and Administrative Support to the Leadership Training Program**
  - Create packets and case files for the Leadership Training Program
  - Organize and prepare mailings for the Leadership Training Program
  - Manage storage to ensure its maintained organization
  - Enter data into ETO as necessary
  - Assist the Leadership Program Assistant in any additional paperwork and administrative needs.
- **Inventory and Stocking Office Supplies**
  - Coordinate with the Program Assistant to inventory on a weekly basis and put away/organize/replenish office supplies on a monthly basis. This includes: general supplies, program-specific supplies, kitchen supplies and postage.
  - Replenish snacks in cabinet on a monthly basis, in addition to other team building resources as needed
- **Participate in Youth Events/Youth Retreat Preparation**



- Collaborate with Leadership team to plan and execute weekend events and bi-annual Wilderness Retreat
  - Give youth rides to planned events
  - **Maintain Overall Office Appearance and Cleanliness**
    - Keep the office looking clean, presentable and professional at all times
- \*May include other duties as needed and assigned*

**Organizational Duties:**

- **Uplift FLY Morale**
  - Maintain a fun, positive and hardworking ethic while interfacing any FLY staff, volunteers, stakeholders and/or clients
- **Acknowledge and Support FLY's Culture**
  - Adhere to all FLY policies and procedures
  - Maintain personal balance and be receptive to perceptions of imbalance; voice concern if assistance is needed
  - Seek out and participate in personal and professional development opportunities
  - Adhere to, uphold, and incorporate FLY's values into all relations with youth, staff, and community stakeholders/volunteers:
    - Caring
    - Change Agents
    - Diversity/Creativity
    - Respect
    - Commitment (Non-Judgmental & Unconditional Love)
    - Responsibility/Accountability
    - Professionalism

**Qualification and Competency Requirements**

*Positional Competencies – required for our SMC Leadership Training Program Intern*

- *Must be at least 21 years old*
- *Must have reliable transportation, drivers insurance and reside in or near the San Mateo County area*
- *Strong Written and Verbal Communicator; detail-oriented*
- *Self-starter; unafraid to ask questions; learner*
- *Relationship-builder with staff, youth and volunteers*
- *Computer Proficient and artistic/creative (fliers, announcements, etc.)*
- *Ability to follow directions, implement projects and offer creative solutions*
- *Planning, Organizing & Stewardship of Resources*

***The SMC Leadership Training Program Intern is an unpaid internship with professional development and youth program involvement opportunities. Interested applicants please submit a Cover Letter expressing your interest and fit for this position and Resume to [internships@flyprogram.org](mailto:internships@flyprogram.org). Please specify the title of the Intern position for which you are applying within your email's subject line.***