



Internship Program

Guidelines

Internship Goals:

The internship goals are multi-faceted.

1. The YMCA internship program is designed to assist the YMCA Program Director, Executive Director, Aquatics Director and Front Desk Staff to complete day-to-day operations.
2. The internship program also is in place in order to assist student(s) gain college credit and experience in the recreation field.
3. The YMCA internship program will also assist in strengthening relationships with local University programs.
4. The internship program will help to strengthen the YMCA and Lock Haven community through special projects and new program development.

Internship Standards:

- The YMCA is looking for students that are currently enrolled in a 2 or 4 year collegiate program and who are studying recreation management or similar concentration.
- We are able to accept two (2) interns during the fall program session and two (2) interns during the spring program session. Also, during the summer we will accept one (1) intern.
- Interns must show a willingness to learn, good work ethic and organizational skills.
- The program requires interns to have a flexible schedule and be willing to reschedule work hours weekly depending on the needs of the YMCA and its programs.

College Credit Details:

- Each intern must have a collegiate advisor, or a contact at the university that they are currently attending. The purpose of the advisor is to communicate grade suggestions, questions, concerns or disciplinary issues.
- The supervisor at the YMCA will be Executive Director, Jerry Clark with direction and assistance from Programs, Maintenance, Childcare and Aquatics.
- Number of weeks, hours and days worked will be determined by college requirements set forth by the University's departments. Set schedules and specifics will be discussed through Executive Director, Program Director, Student and Advisor on an individual basis.
- Interns will be given the job title of Assistant Program Director, responsibilities and tasks will be developed based on major, concentration and interests. These tasks and responsibilities will be decided between Executive Director, Program Director, Student and Advisory and be decided on an individual basis.



Internship Program

Job Description and Responsibilities

Job Description:

The internship Program is designed to assist the YMCA *and* the student. It is the responsibility of the student to assist in the planning, design and implementation of programs at the YMCA based upon each individual students requirements, interests and college concentration.

Job Responsibilities:

- 1. Assist appointed department head:** Before beginning internships, interns will be placed with a specific department based on their interests and the needs of the YMCA. During their time at the YMCA they will be required to help run the programs that the department is responsible for by assisting department heads with day-to-day operations.
- 2. Assist with needs of other departments:** From time to time other departments in the YMCA will need assistance. When there is down time throughout the intern's workday they should help with the needs of the YMCA. This may include front desk tasks, building maintenance, special events and more.
- 3. Develop a "Special Project":** With the approval of Executive Director, Program Head and University Advisor each student will be asked to develop an idea to help the YMCA or community. This project could be an organization method, new program, special event, fitness class or partnership. A proposal will be submitted and upon completion a short presentation must be prepared. This project is designed to help students develop professionally, creatively and organizationally. The "Special Project" will help the YMCA in some way and will act as a great resume builder upon completion.
- 4. Work under the YMCA chain of command:** Communications, scheduling and issues will be handled through the chain of command at the YMCA. Interns will be expected to develop a schedule for project completions, daily work times and internship completion. Changes to these schedules should be reported in advance, when possible, to the proper YMCA personnel according to the chain of command.
- 5. Represent the YMCA in a positive manner:** While interning at the YMCA it is imperative that interns project themselves positively to the public, YMCA board members and employees. Failure to do so may result in the termination of the position with the YMCA.

I, _____ have read and understand all of the requirements for this position and agree to perform all tasks mentioned to the best of my ability in order to properly complete the internship program at the YMCA. Further, I understand that failure to follow these guidelines and carryout these responsibilities may result in the termination of my position with the YMCA.

Intern Signature: _____	Date: _____
Advisor Signature: _____	Date: _____
Executive Signature: _____	Date: _____



Internship Program

Application Form

GENERAL INFORMATION

<i>Name:</i>	<i>Birthdate:</i>
<i>Local Address:</i>	<i>Name of University:</i>
	<i>Major/Concentration:</i>
<i>Perminant Address:</i>	<i>Internship Advisor:</i>
	<i>Advisor Phone:</i>
<i>Home Phone:</i>	<i>Advisor Email:</i>
<i>Cell Phone:</i>	<i>Interests (Professional/Personal):</i>
<i>Email Address:</i>	
<i>Social Security #:</i>	<i>Birthdate:</i>

OTHER INFORMATION

<i>Have you ever been convicted of a crime?</i>
<i>If yes, explain:</i>
<i>Are you related to a current Lock Haven Area YMCA Employee?</i>
<i>If yes, who and how?</i>

Certifications or Special Skills: _____

PAST WORK EXPERIENCE

(1)

Employer: _____

Supervisor: _____

Dates Employed: _____

Company Address: _____

Position Held: _____

Company Phone: _____

(2)

Employer: _____

Supervisor: _____

Dates Employed: _____

Company Address: _____

Position Held: _____

Company Phone: _____

(3)

Employer: _____

Supervisor: _____

Dates Employed: _____

Company Address: _____

Position Held: _____

Company Phone: _____

FURTHER REQUIREMENTS

Please Attach:

3 Letters of Recommendation

Resume

Cover Letter, stating Professional goals, Internship goals and why you should be chosen for the program.

AUTHORIZATION

I authorize investigation of all information contained in this application. I understand that misinterpretation or omission of information is cause for dismissal. Furthermore, I understand and agree that my internship is for no definite period and may be terminated at anytime without previous notice.

Signature: _____ Date: _____

For questions comments or concerns about this form please contact Program Director, Chad Walsh at 570-748-6727 or cwalsh@lockhavenymca.com