

Organization: College Access Navigators

Position: Summer Engagement Internship

Location: Fort Morgan CO

Duration: May 27th - August 9th

Position Type: Part-time contractor

Compensation: \$15 per hour, up to 20 hours per week

Position Overview: Join us in our mission to empower youth and foster community connections through our summer programs in Fort Morgan. As a Summer Engagement Intern, you will play a pivotal role in supporting our partners, mentors, and program participants to ensure a meaningful and impactful experience. This internship offers an exciting opportunity to develop leadership skills, facilitate workshops and activities, and build valuable connections within the Fort Morgan community.

Responsibilities

- **Workshop and Activity Development**
 - Collaborate with program partners to develop engaging workshops and activities that align with the goals and objectives of the Contigo Summer Program.
 - Assist in designing curriculum materials and resources to support mentorship and youth development initiatives.
- **Facilitation of Program Activities**
 - Lead and facilitate workshops and activities during the Contigo Summer Program sessions.
 - Create a supportive and inclusive environment where youth can explore personal and professional development opportunities under the guidance of mentors.
- **Mentor Training and Onboarding**
 - Assist in the recruitment, training, and onboarding of new mentors for the Contigo Summer Program.
 - Facilitate training sessions for mentors on topics such as effective communication, cultural competency, and youth development best practices.

- Provide support and guidance to mentors to ensure they are equipped with the necessary skills and resources to effectively mentor youth participants.
- **Community Networking**
 - Actively engage with community stakeholders, organizations, and leaders in Fort Morgan to expand our network and strengthen partnerships.
 - Attend community events, meetings, and networking opportunities to promote the Contigo program and foster collaborative relationships.
- **Mentor Supervision and Support**
 - Serve as the primary point of contact for mentors, providing ongoing supervision, support, and guidance.
 - Address any concerns or problems that arise during mentorship relationships and work collaboratively to find solutions and support mentor development.
- **Parent Outreach and Communication**
 - Develop and implement strategies for outreach to parents/guardians of program participants to provide information, address questions, and troubleshoot any concerns.
 - Act as a liaison between parents/guardians and program staff, ensuring clear and effective communication channels.
 - Organize parent orientation sessions and periodic updates to keep parents informed about program activities, goals, and achievements.
 - Collaborate with mentors to foster positive relationships with parents/guardians and encourage their active involvement and support in the program.
- **Program Evaluation and Improvement**
 - Conduct regular assessments and evaluations of program activities, mentor relationships, and participant outcomes to identify areas for improvement.
 - Collaborate with program staff to develop strategies for enhancing program effectiveness based on evaluation findings.
 - Implement feedback mechanisms to gather input from participants, mentors, parents, and other stakeholders on program satisfaction and impact.

Qualifications

- A recent college graduate or a current junior or senior enrolled in a college or university program, specializing in Education, Psychology, Sociology, Human Development and Family Studies, Communication, Community Development, Counseling or related areas.
- Strong interpersonal skills and a passion for community engagement and youth development.

- Excellent organizational and time management abilities to effectively coordinate program activities and mentorship initiatives.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Effective communication skills, both verbal and written, with the ability to engage diverse stakeholders.
- Prior experience in mentorship, workshop facilitation, or community outreach is preferred but not required.
- Flexibility to adapt to changing priorities and responsibilities as needed.

Benefits:

- Hands-on experience in community engagement, mentorship coordination, and program development.
- Opportunity to make a meaningful impact on the lives of youth and contribute to community-building efforts in Fort Morgan.
- Training and development in leadership, communication, and networking skills.
- Networking opportunities with community stakeholders, organizations, and leaders.
- Certificate of completion and letters of recommendation based on performance and participation.

Application process

Please submit a resume and cover letter outlining your interest in this position. In your cover letter, please address how your background, skills, and passion align with the mission of the organization and the responsibilities of the role. Applications will be accepted until May 17th and interviews will take place during the week of May 20th.

Please email your resume and cover letter to info@collegeaccessnavigators.org