

Say Yes Buffalo Internship Opportunity

Position: Say Yes Summer Camp Intern

Organization Name: Say Yes Buffalo

Location: 712 Main Street, Buffalo, NY

Website: www.sayyesbuffalo.org

Organization Description/Profile:

Say Yes Buffalo is a landmark partnership that brings the Buffalo Public School District, parents, the Buffalo Teachers Federation, the Buffalo Association of Administrators and Supervisors, higher education, the City of Buffalo, Erie County, Say Yes to Education, Inc., and a diverse group of Buffalo area corporate, non-profit, and philanthropic organizations together to organize people, time, money and resources to provide holistic, year-round support to Buffalo Public School District students throughout their K-12 years and beyond.

This education-based initiative aims to provide a powerful engine for long-term economic development through radically improving the life course of public school students in the City of Buffalo. To do this, the Say Yes Buffalo partnership combines a comprehensive K-12 support system with the incentive of locally funded postsecondary Tuition Scholarships to remove the barriers (financial, academic, social and health) to college access and success for youth in the City of Buffalo.

Position Supervisor & Title: Dan Cross-Viola, Extended Learning Time Supervisor

Internship Title: Say Yes Summer Camp Intern

Internship Duties and Responsibilities:

- Assist in planning and implementing Summer Camp partner meetings, including professional development offerings
- Interface with students, parents and community members, providing information and answering questions about Summer Camp
- Prepare and distribute Summer Camp curriculum and other materials to Summer Camp sites
- Assist in the planning and implementation of key events, including Summer Camp Kick-off and National Summer Learning Day
- Assist with the collection and analysis of Summer Camp attendance and "Reading Rules!" reading summaries data
- Help document Summer Camp through photography, video and other media
- Other duties as assigned by Extended Learning Time Supervisor

Minimum Requirements

- Say Yes Scholar (or recent Say Yes grad) in good academic standing, must be at least a rising Sophomore
- Desired skills:
 - Strong communication skills
 - Well organized
 - Knowledge of Microsoft Word, Excel and PowerPoint
 - Ability to balance multiple projects

Intern takeaways:

- Skills: project management, data collection/analysis, event planning, collaboration, customer service
- Exposure to dozens of community-based organizations serving young people
- Knowledge of Summer Camp best practices

Duration of employment: June 10 – August 17 (dates are flexible); 20 hours/week

Compensation: Rate of pay is \$11.10/hour at 20 hours per week. NOTE: Any determination regarding academic credit will be made by the intern's academic department.

Accommodations:

The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

To apply: Submit resume and cover letter to buffalointernships@sayyestoeducation.org.

Please note: If necessary, Say Yes staff may send you edits or suggestions regarding your cover letter and/or resume. In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

Deadline: May 15, 2019

Interviews: Will take place after the submission deadline.