



Serving Cumberland County Since 1919

YWCA Carlisle Program Development Intern – Job Description

Reports to: Community Impact Manager

Supervises: May include tasking volunteers with related department work at events and programs; may include supervision of volunteers at events and/or during programs

Objectives:

- Understand the way in which YWCA Carlisle's programs impact the community
- Learn about program development, implementation, and management as ideas are translated into tangible programming
- Understand day to day operations of a local non-profit organization

Primary Responsibilities: Responsible for assisting the Community Impact Manager and Community Impact Coordinator in researching and drafting grant funding opportunities for the various Community Impact programs, developing program materials and recruiting certified owners for YWCA Carlisle's After School Homework Club program reading therapy extension, and developing curriculum and presentations for the various Community Impact programs.

1. Research and draft applications for grant funding opportunities for the various Community Impact programs.
2. Develop program materials for YWCA Carlisle's After School Homework club program and recruit certified owners for the upcoming session.
3. Develop presentations on specific social emotional topics relevant to PA's State Standards for the various Community Impact programs.
4. Assist with the planning and implementation of initiatives that focus on youth empowerment, social justice, and racial justice in the Cumberland County region.
5. Attend public speaking engagements and tabling events across Cumberland County as a representative of YWCA Carlisle to promote program visibility.
6. Develop curriculum for the middle school programs Girl Power! and L.E.A.D.
7. Attend a Racial Justice Committee Meeting, an Empowerment Committee Meeting, and a Finance Committee Meeting.
8. Meet with individual staff within YWCA Carlisle to better understand their roles.
9. Assist with the implementation of I.D.E.A. Camps (Interactive Discovery and Educational Adventures) for elementary and middle school students as needed.
10. Perform other duties as assigned.