

# TYSON SUMMER COMMUNITY INTERNSHIP PROGRAM JOB DESCRIPTION DEVELOPMENT GUIDELINES AND TEMPLATE

Implementing a great summer job program can be a daunting task: What's your first step? How do you know if your organization can handle a summer employee?

The United Way of Northwest Arkansas is here to assist you through the process. Below are ideas to get you moving in the right direction:

The best employment experiences are those that introduce the student to the challenges of the field. Allowing students to explore areas of interest while helping them focus on getting tasks completed are all important components. Consider allowing the student to wrestle with real challenges and ask them to come up with solutions. Their work should be impactful to the nonprofit, to the community you serve, and the professional development of the student.

## **RESEARCH & DISCOVER**

Although it's tempting to want a student to help you out, your first steps are to get a feel for what your organization can and can't provide. Realistically ask yourself:

- Can you provide meaningful work for the duration of the internship?
- Is summer the ideal time for your organization to have a student?
- Do you have the physical space and capacity?
- Do you have the time and resources to effectively manage a student?

## **PLAN & DESIGN**

After getting organizational buy-in for a summer student, your most important task is to design and develop a comprehensive job description. It will serve as a blueprint for the time you have with the student. It will also serve as your best marketing tool for connecting with a quality candidate. Spend time to craft a well thought out description. Be sure to include information that makes the Job and your organization unique.

Look to include:

- Learning objectives
- Daily responsibilities
- Short- and long-term goals
- Supervisor duties and responsibilities
- Evaluation process
- Policies and expectations
- Impact of the Job to the organization and community

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## **SUGGESTED ACTIVITIES**

We have found that college students can have meaningful summer service opportunities that can leave a lasting effect on your organization. Below is a list of capacity building interventions, outcomes, and activities that we think are best suited for college students.

**Community Engagement:** community asset mapping; level of community participation; use of community needs assessments; and leveraging resources/collaborative relationships

1. Example Short-term Outcomes
  1. Increased activities to expand awareness of the organization
  2. Increased diversity of partnership arrangements
2. Example activities
  1. Creation of an external website
  2. Procedures to regularly update external website
  3. Regular staff/volunteer contribution to the website's blog
  4. Development of a social media policy
  5. Creation of social media accounts
  6. Regular communication with key stakeholders (e.g., email, newsletter)
  7. Creation of a place for clients/staff/volunteers to download program documents
  8. Ongoing identification of potential partners
  9. Development of brochures, newsletter, marketing materials
  10. Ongoing management of event/client meeting invitations
  11. An established procedure to reserve client or event meeting space
  12. Meeting minutes are regularly recorded and disseminated
  13. Event follow-up communication is regular and consistent

**Organization Development:** nonprofit incorporation; existence or adoption of systems related to human resources, finances, information technology; existence or adoption of specific policies and procedures; and fiscal controls

1. Example Short-term Outcomes
  1. Regular assessments of organization strengths and needs
  2. Regular assessments of external opportunities and risks
2. Example activities
  1. Development of an organization database
  2. Regular maintenance of an organization database
  3. Researching organizational management best-practices
  4. Annual reviews of state/federal regulations
  5. Maintain awareness of state/federal legislation
  6. Researching issue briefs
  7. Regularly reviewing current studies or evaluations
  8. Researching evidence based practices/model programs

**Program Development:** expansion or enhancement of program or service delivery; program monitoring; and evaluating program outcomes

1. Example Short-term Outcomes
  1. Increase the number of clients served
  2. Track types and amounts of program services provided
  3. Obtain client feedback
  4. Track client outcome data
2. Example activities
  1. Organized staff or volunteer training workshops
  2. Development of program training modules

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3. Development of curriculum for new or existing program(s)/event(s)
4. Creation of an operations manual for new or existing program(s)/event(s)
5. Development or implementation of a new program(s)/event(s)
6. Development of a survey to research community need
7. Regular data analysis performed on research
8. Established program assessments or evaluation
9. Regular data collection for tracking/reporting
10. Evaluating community needs by GIS mapping
11. Established process to collect oral histories from clients/community members

**Resource development:** diversified funding sources; financial sustainability; and donor development.

1. Example Short-Term Outcomes
  1. Total revenue increases
  2. Number of revenue sources increases
  3. Higher ratio of grant applications submitted to applications approved
  4. Funding from new sources
2. Example Activities
  1. Organize/support fundraising events
  2. Identify grant or other funding sources
  3. Write grants

**Volunteer Management:** expansion or enhancement of existing volunteer practices; volunteer recruitment and placement; and coordinating service opportunities

3. Example Short-Term Outcomes
  1. Increased visibility in the community
  2. Increased visibility on local college/university campuses
  3. Volunteer retention after the service project has ended
  4. Improved client services
  5. Increased agency program capacity
  6. Increased campus-community relationships
4. Example Activities
  1. Develop a new or update an existing written volunteer generation plan
  2. Establish formal partnerships for volunteer recruitment
  3. Establishment of a volunteer unit within the program or organization
  4. Creation of volunteer manual/training/curriculum
  5. Regular supervision and communication with volunteers
  6. Liability coverage or insurance protection for volunteers
  7. Screening and matching volunteers to jobs
  8. Regular collection of information on volunteer involvement
  9. Written policies and job descriptions for volunteer involvement
  10. Recognition activities such as award ceremonies for volunteers
  11. Annual measurement of volunteer impact
  12. Training and professional development for volunteers
  13. Training for paid staff in working with volunteers

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Use the information provided in this guide to complete the internship job description form below. Submit a completed description using this template with all fields completed fully and in detail and attach it to your organization host site application. If you are applying for more than one intern, you must create a separate application and job description for each intern spot requested.

<b>Position Title</b>	
<b>Organization</b>	
<b>Department</b>	
<b>Address</b>	
<b>Supervisor Name</b>	
<b>Supervisor Contact</b>	

## TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
  - a. <<List background checks, if applicable according to your organization’s policies and procedures>>
- B. ELIGIBILITY**
  - a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2018.
  - b. Submit written enrollment verification from their college or university confirming the student’s enrollment status to United Way of Northwest Arkansas.
  - c. <<Describe other eligibility requirements, if applicable according to your organization’s policies and procedures>>
- C. WORK SCHEDULE & CONDITIONS**
  - a. This is a full time (35 hours per week) position.
  - b. This position is not eligible for sick, vacation, and holiday leave during employment.
  - c. <<Describe the conditions and special requirements for this position; including physical capabilities and travel.>>
- D. BENEFITS**
  - a. SALARY. The individual shall receive a \$3,000 salary distributed bi-weekly in equal amounts for the duration of employment.
  - b. PROFESSIONAL DEVELOPMENT. The United Way of Northwest Arkansas will provide an in-person orientation and three professional development opportunities to the employee.
  - c. <<Describe other benefits, if applicable>>
- E. EVALUATIONS**
  - a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

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## RESPONSIBILITIES

### A. POSITION PURPOSE

- a. <<Illustrate project outcomes; including community impact. What will the student complete during their time?>>

### B. DUTIES

- a. <<Develop a list of key/core responsibilities based on the need for the position. How will the student's time and talent be spent?>>

### C. COMMUNITY IMPACT

- a. <<How will the student's project effect the community?>>

## QUALIFICATIONS

- A. <<Identify the qualifications necessary to do the job well; what experience and education is essential for a successful candidate.>>

## LEARNING OBJECTIVES

### A. CAREER DEVELOPMENT

- a. <<How will the experience help your student apply the skills and knowledge they gained in the classroom to a professional environment? (i.e. working knowledge and understanding of nonprofit management, marketing, community engagement).>>

### B. SKILL DEVELOPMENT

- a. << What skills will your student learn that will lead to success in the workplace? (i.e. public speaking skills, time management, project management).>>

### C. PERSONAL GROWTH AND DEVELOPMENT

- a. << How will your summer employment improve the life of the student? (i.e. increased confidence, self-esteem, critical thinking).>>

## SIGNATURE (this will be signed at the point of employment with the student)

<b>Employee Name</b>	<b>Supervisor Name</b>
<b>Employee Signature</b>	<b>Supervisor Signature</b>
<b>Signature Date</b>	<b>Signature Date</b>