

Position Title: YRCC Summer Camp Intern (Summer 2020)  
Organization: Yvonne Richardson Community Center  
Department: Programs  
Address: 240 E Rock Street, Fayetteville, AR 72701  
Supervisor Name: Tenisha Gist  
Supervisor Contact: [tgist@fayetteville-ar.gov](mailto:tgist@fayetteville-ar.gov)



## TERMS OF EMPLOYMENT

- A. Background Checks: This position requires the following background check(s):
  - a. Must successfully pass criminal background check, including but not limited to convictions, guilty pleas, or no contest pleas to violent offenses, theft offenses, offenses against children, and any offense that would prevent a person from obtaining an Arkansas teaching certificate (A.C.A. 6-17-410).
- 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 2020.
  - b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.
- C. Work Schedule & Conditions:
  - a. Internship, temporary, seasonal.
  - b. Full time (40 hours), 8 weeks.
  - c. An orientation will be provided prior to the June 8<sup>th</sup>, 2020 start date.
    - i. Intern will be provided a stipend for orientation.
  - d. Reliable transportation to and from facility, required. No driving during internship required.
  - e. This position is not eligible for sick, vacation, and holiday leave during employment.
  - f. While performing the functions of this job, the individual is regularly required to talk or hear. The individual regularly is required to stand, walk, and sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl. Will occasionally be required to walk on uneven terrain, and exposed to outside weather conditions. The intern must frequently lift and/or move up to 35 pounds. Work is performed in an environment with moderate to excessive noise.
- D. Benefits:
  - a. Salary: The individual shall receive a \$3,200 salary distributed weekly.
  - b. Professional Development: The United Way of Northwest Arkansas will provide an in-person orientation and three professional development opportunities to the employees.
  - c. Lunch and snacks provided daily.
  - d. 5 t-shirts will be provided
- E. Evaluations:
  - a. The intern 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.

## YVONNE RICHARDSON COMMUNITY CENTER OVERVIEW

The Yvonne Richardson Community Center (YRCC) is a recreation facility in Southeast Fayetteville, AR that focuses on eliminating barriers regarding participation through free and reduced cost programming. The YRCC's mission is to shape today's youth for tomorrow's challenges through recreational, educational and social opportunities.

The YRCC is a program of the City of Fayetteville's Parks and Recreation Department and provides a variety of programs targeting youth, adults, and families alike. Youth programming costs are supported by the Friends of YRCC (501c3). Community and adult programming include pickleball and holiday events such as an Easter Egg Hunt, Thanksgiving and Christmas Bingo. Additionally, YRCC collaborates with the University of Arkansas and other local nonprofits to re-distribute fresh produce and food weekly to underserved populations within the community.

Youth programming at the YRCC includes an afterschool program, homeschool PE class, spring break camp and 8 weeks of summer camp. The afterschool program provides children in Kindergarten to 6<sup>th</sup> grade with homework assistance, meals, special interest clubs (gardening, coding, cooking, etc.), and field trips. Homeschool PE meets weekly and teaches participants the fundamentals of sports and recreation based activities, teamwork, health education, and nutrition while partnering with local organizations to enhance and expand learning opportunities.

Summer Camp includes 8 weeks of themed day camps for campers who have completed Kindergarten through 8<sup>th</sup> grade where campers participate in age appropriate games, crafts, STEM activities, field trips, and stay active! The YRCC also provides a leadership program in conjunction with summer camp. High school students can apply to the Junior Counselor program and receive leadership training, and hands on work experience. In addition to engaging and fun camp programming, all campers and Junior Counselors receive lunch and snack.

## RESPONSIBILITIES

### A. Position Purpose:

The Yvonne Richardson Community Center (YRCC) is seeking an intern for its summer camp program, who is enthusiastic about working with youth from diverse backgrounds and assisting with implementing quality programming that advocates for great experiences for all, safety, respect, commitment, and building healthy relationships.

The Summer Camp Intern will be working closely with the Program Coordinator and summer staff to serve as a front desk customer service representative to support parents during the camp check-in/check-out process, answer phones, record and report messages. The Summer Camp Intern will also assist staff during field trips that emphasize a focus on food access, health, and nutrition by managing youth behaviors/assisting with activity preparation. Lastly, the Summer Camp Intern will be responsible for managing YRCC's social media, including creating a regular publishing schedule post for the YRCC and capturing footage that best reflects summer camp experience.

### B. Duties:

#### a. Front Desk

- i. Provide all patrons that enter the building with assistance.
- ii. Utilize Civic Rec software, PA system, camp rosters and schedules to assist with camper check-in/check-out and communicating updates.

- iii. Answer phones, record messages, and report to staff.
  - b. Camp Programming
    - i. Learn camper names
    - ii. Provide facilitation support for lead counselor in camp small groups.
    - iii. Provide facilitation support for onsite youth gardening program.
    - iv. Assist staff during *Hunger Relief* based programs and field trips, such as Books & Bites Library program, Apple Seeds, and Fayetteville Farmer's Market.
    - v. Assist in the implementation of the camp schedule and related activity instructions and curricula.
    - vi. Adjust content and implementation of camp activities as needed to improve camper experience.
    - vii. Assist staff with redirection techniques for campers.
    - viii. Respond knowledgeably to questions from campers, parents, and staff.
  - c. Camp Celebration
    - i. Collect and organize photos captured during camp into specific folders (i.e. camper and/or themed week) to be shared with families at the end of camp/easy access.
    - ii. Prepare a slideshow and video presentation to share camp experiences with camper families.
  - d. Social Media and Community Engagement Management
    - i. Create a 7-week social media plan in which to guide summer camp posts
    - ii. Increase social media platforms (i.e. Facebook, Instagram, YouTube) followers and engagement.
    - iii. Create and publish relevant, high quality social media posts (i.e. photos, boomerangs, videos, stories, etc.) about summer camp activities that highlight diversity and inclusion, campers, staffing, program partners, general camp activities, etc. to Facebook, Instagram, YouTube, & Guidestar.org.
    - iv. Create content for the YRCC Summer newsletter to go out at the beginning of Fall Programming – a recap of summer events and a preview of fall events.
  - e. General Duties
    - i. Other job duties can include, but are not limited to providing good customer, service, administrative tasks, assisting with food recovery program and distribution of food to community members, etc.
    - ii. Intern may work on other assigned duties to help support YRCC programming as deemed necessary.
- C. Community Impact:
  - a. Enrich the lives of underrepresented youth through the camp experience.
  - b. Assist the YRCC in providing educational experiences for youth related to food access (gardening program and field trips).
  - c. Provide food access for youth in summer camp program and community members by assisting with food recovery program.
  - d. Enhance the development and maturation of summer camp participants.
  - e. Increase community member's awareness of resources through social media plan.
  - f. Support YRCC in achieving its mission.

## QUALIFICATIONS

- A. Education and Work Experience
  - a. High school diploma or GED required.

- b. Experience working with children in an instructional setting preferred.
- c. Preferred majors: education, social work, public health, marketing, recreation or communications.
- B. Technical Skills
  - a. Strong verbal and written communication skills.
  - b. Knowledge and use of social media platforms.
    - i. Facebook, Instagram, and YouTube primarily.
  - c. Ability to manage time effectively and work independently on multiple tasks.
  - d. Must be proficient in the use of a computer and software programs such as word processing and spreadsheet applications. Must be able to effectively operate standard office equipment.

**LEARNING OBJECTIVES**

- A. Career Development
  - a. Intern will develop portfolio worthy projects that can be presented to an employer when applying for jobs.
  - b. Intern will establish professional meetings with local professionals in his/her field that will advance professional goals.
  - c. Intern will gain time management skills and learn to balance assigned/unassigned tasks.
  - d. Intern will receive hands on experience managing, facilitating, and promoting programming.
  - e. Intern will learn developmental stages of children, and appropriate educational and recreational activities for different ages.
  - f. Intern will learn effective customer service skills when working with both internal and external customers
- B. Skill Development
  - a. Learn to adapt programming and activities to a child’s individual learning style.
  - b. Improve communication skills when speaking to individuals (youth and adults) from various backgrounds and cultures.
- C. Personal Growth and Development
  - a. Intern will improve problem solving and critical thinking skills in a fast-paced environment.
  - b. Intern will gain invaluable leadership skills while working with youth who have completed Kindergarten through 12<sup>th</sup> grade.
  - c. Intern will gain experience working as a part of team and improve communication skills.
  - d. Intern will increase confidence when working with children and the public.
  - e. Intern will improve patience and compassion when working with youth with different needs and various backgrounds.
  - f. Intern will be encouraged to attend local network meetings to promote YRCC offerings.

**SIGNATURE**

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