

# Internship Coordinator Job Description Template

## **RATIONALE:**

This template is designed to help you create a job description for a Youth Internship Program Coordinator that you can use to advertise for this position.

## **INSTRUCTIONS:**

1. Review the template. Adjust the content as needed to better reflect your specific context and needs. At a minimum, be sure to make changes where indicated.
2. Distribute the posting. You can post it online (e.g., community website), include it in a community newsletter, post it on Facebook, and/or print it and post it around your community and at other locations that community members frequent. Use a combination of distribution channels where possible and be sure to connect with the Band administrator (or someone in a similar position) for additional ideas.



**Job Posting:** Youth Internship Coordinator

**Term position:**

**Compensation:** To be determined/Competitive

**Closing date:**

The \_\_\_\_\_ is seeking a unique individual to design and lead the \_\_\_\_\_ Youth Internship Program. If you're a dedicated leader, connector and someone who is passionate and inquisitive about culture, territory, and/or the natural sciences then this is the job for you.

The \_\_\_\_\_ Youth Internship Program is an on-the-land youth education program that has a core objective of engaging, developing, and preparing \_\_\_\_\_ youth to become community leaders and territory stewards. The \_\_\_\_\_ Youth Internship Program works to spark and strengthen \_\_\_\_\_ youth connections to their community, culture and traditional territory by:

- Getting them out on the lands and waters of their territory, where they can connect with and learn about the natural world around them;
- Building their curiosity, knowledge and skills through experiential and applied learning experiences and training opportunities; and
- Providing them with opportunities to learn about the places, values, traditions and practices that are important to their communities.

**The successful candidate will be responsible for:**

- *Working with the \_\_\_\_\_ to engage local partners ( \_\_\_\_\_ ) and provide opportunities for youth to gain hands-on experiences working in territory;*
- *Working in partnership with the \_\_\_\_\_ to develop a work plan for a \_\_\_\_\_ Youth Internship Program that includes a combination of job shadowing, cultural learning, and on-the-land/water experiences;*
- *Hiring \_\_\_\_\_ interns to participate in the internship program;*
- *Maintaining a professional work environment to support the personal and professional development of participating interns;*
- *Providing regular updates (minimum weekly) to the \_\_\_\_\_ on \_\_\_\_\_ activities and youth engagement;*
- *Monitoring expenditures to ensure program costs keep within the \_\_\_\_\_ budget;*
- *Producing communications materials for community audiences and providing updates about the \_\_\_\_\_ program for other audiences as needed.*

**Desired competencies/qualifications:**

- *First Aid (all levels and experience welcome)*
- *Experience working with youth (12-25)*
- *Experience managing a budget and developing a workplan*
- *Comfort and experience on the land and water*
- *Knowledge of, or interest in, culture and territory*
- *Knowledge of, or interest in, natural history, science, etc.*
- *Some combination of post-secondary education or experience. Could be equivalent life experience on the land/  
water learning about: culture, resource management, teaching, science,  
leadership, tourism, business development, etc.*

**To apply, please submit resumes by**

**to:**