

The International YMCA is a branch of the YMCA of Greater New York, the largest YMCA association in the United States. We offer value-based programs that have local and global impact, enhance understanding of the world, and enable people to work together towards peace and justice. Serving roughly 10,000 people annually from over 84 countries around the world, the International YMCA is on the forefront of the international travel and service industry.

POSITION: Program Assistant – Global Teens

DEPARTMENT: Teen & Outbound Programs

OVERALL RESPONSIBILITY: Contribute to the overall positive global impact produced by the programs and services offered by the International YMCA by assisting with the coordination and operation of the Global Teens travel program. Work closely with the Director/Assistant Director to support all aspects of the program, including serving as a trip Group Leader. Serve as a member of a dynamic and fast-paced staff team.

KEY AREAS OF RESPONSIBILITY:

- Administrative support to Director/Assistant Director and other program staff
- Assists with the training and orientation process for group leaders and participants
- Leads the development of the cultural competency component of participant training
- Assists with record upkeep for all participants and group leaders
- Serves as a resource to group leaders, participants and families
- Acts as a Global Teens Group Leader during the summer trip season

SUPERVISOR: Director/Assistant Director, Teen & Outbound Programs

CONSULTS WITH

- Program staff of all International YMCA programs
- Participants, families and group leaders of the Global Teens Program
- Other external community members and international partners as needed
- Teen staff from other YMCA branches, schools and organizations

TERM OF INTERNSHIP: 1 semester as determined by college's calendar (time period can be lengthened or shortened on a case by case basis). Minimum of 4 months

QUALIFICATIONS:

- Demonstrates professionalism and responsibly in all aspects of work
- Previous international living/travel experience and/or experience leading domestic youth travel groups
- AA or equivalent class experience in youth development, management, education or related field
- Solid organizational, administrative and relationship building skills
- Basic knowledge of international programs & desire to improve our world
- Able to multi-task and work successfully in a fast-paced environment

LEARNING PLAN:

- Consultation with branch staff to work toward the completion of projects, goals and tasks working in conjunction with the Director/Assistant Director
- Hands on experience with training development, participant support, group facilitation, program management and other youth development related skill sets in an international non-profit setting
- Hands-on experience with international partners, customers and participants