



818 5th Avenue • Des Moines, IA 50309  
P 515.244.4901 F 515.243.5073  
ywrc@ywrc.org • www.ywrc.org

## Empowerment Program Internship (Fall/Spring)

### Organization:

At the Young Women's Resource Center, we believe that every girl deserves a life of possibilities. We help young women realize their full potential by providing programming to girls ages 10-21 in central Iowa. Our unique structure features two branches of services – Empowerment and Young Moms – to better serve our clients throughout various stages of life.

Our goal is to help young women become strong, self-confident and successful. The YWRC utilizes education and support to create a safe environment for girls where they experience acceptance, compassion, knowledge and commitment.

**Description:** The Empowerment Program Intern will serve as an integral member of the Empowerment Team, actively contributing by implementing small group programs for girls within the schools and at the YWRC.

**Location:** 818 5<sup>th</sup> Ave, Des Moines, IA 50309

**Compensation:** This is not a paid internship.

**Hours:** Typical hours for interns will be part time, Monday – Thursday, 7:30am-5:30pm.

**Supervision:** You will be assisted, directed and supervised by Empowerment Staff and the Program Director.

### Empowerment Program Internship Description

Summary of Position: The Empowerment Program Intern will be involved in and exposed to various aspects of school-based programming and agency operations, including the following:

#### Essential Functions:

- Observe and assist with facilitation of Empowerment Groups in the schools (5<sup>th</sup> – 8<sup>th</sup> grade) and After school groups at the YWRC (5<sup>th</sup>-12<sup>th</sup> grade)
- Develop positive relationships with clients
- Effectively communicate with staff and collaborators
- Assist with other YWRC-related projects and administrative duties such as answering phones, prepping for craft projects, making meals, assisting with child care, etc.
- Local travel required
- Build and maintain awareness of YWRC and community resources
- Actively participate in Empowerment Team and YWRC staff meetings
- Gain an in-depth understanding of the Girls Circle Curriculum, evaluation tools and processes; administer evaluations

#### Additional Functions, if applicable:

- Research current trends impacting young women ages 10-21
- Read two or three relevant books, process and provide feedback
- Participate in gender-specific trainings as offered



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**Knowledge, Skills and Abilities:**

- Proficient computer skills
- Strong interpersonal, communication and relationship building skills
- Organized
- Flexible
- Creative and energetic
- Accepting of all clients
- Valid driver's license and automobile insurance
- Access to reliable transportation.
- Ability to obtain mandatory reporter certification within two weeks of orientation
- Ability to obtain CPR/First Aid certification within 30 days of orientation

**Qualifications:**

- Undergraduate students studying: Social Work, Human Services, Child, Adult, and Family studies, Sociology, Psychology, Women's/Gender Studies, Education, or other related helping fields

**Impact on Agency:**

Your participation in this Empowerment Program internship will provide much-needed assistance and programming to the Empowerment Program staff and the clients they serve.

**Personal Outcomes:**

This internship will train you in the process of developing and executing thoughtful professional strategies for working with youth. Further, you will learn the basic skills of group facilitation with young women ages 10-21.

**To Apply:**

Interested candidates should submit a general application form, resume and cover letter to Human Resources. Applications can be found at [ywrc.org](http://ywrc.org) or email [ywrc@ywrc.org](mailto:ywrc@ywrc.org) or call the Center at 244-4901.

\* As a finalist, applicants must be free from communicable disease and are required to complete necessary background checks.

\*No clinical/master level internships offered