



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Join the Y and help us to Transform Lives!

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Now Hiring:

Early Childhood Education Intern Part-Time or Full-Time Temporary (Unpaid)

Location(s):

Northwest YMCA

Responsibilities:

Duties include but are not limited to:

- Assist with administrative enhancements in areas of procedures, manuals, etc. within ECE dept.
- Assist in support of DCF state licensing materials, Early Head Start and accreditation projects.
- Assist quality control checks within ECE centers.
- Assist and support parent engagement events.
- Support coordination of community enrichment in classrooms.
- Assist in the marketing support, visual center enhancement and efforts including social media within ECE centers.
- Interact with staff and community supporting ECE Core Program.
- Assist with participant survey analysis for ECE Centers.
- Responsible for strict adherence to all policies and procedures related to safety and conduct rules and professionalism.
- The above essential duties has been designed to indicate the general nature and level of work performed by volunteers. It is not designed to contain or be interpreted as a comprehensive inventory of all duties.

Qualifications:

- High school diploma (or equivalent) and working toward degree or experience in a related field. Previous experience in marketing, planning, organization is desirable.
- Sound working knowledge of Microsoft Excel/Word/Outlook required.
- Creativity, initiative, flexibility, eagerness to seek out and involve others and genuine concern for program advancement are essential.
- Lives YMCA values of honesty, caring, respect and responsibility.
- Actively values diversity and inclusion.
- Engages community and others in the Y-mission and work.
- Must have a positive attitude, strong work ethic and ability to work independently.
- Willing to make a difference

Deadline:

OPEN

Apply Online:

<https://apply.ymcamke.org>

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility

**Equal Opportunity Employer
THE YMCA WELCOMES A
DIVERSE WORKFORCE**