YWCA Elgin Job Description
Position Title: Take 2 Creative Camp Internship

Reports to: Take 2 Creative Camp Coordinator

Summary:
The Take 2 Creative Camp Intern will assist the Take 2 Creative Camp Coordinator in assisting and teaching different media forms to students, who range between the ages of 12 and 15 years old. These media forms include, but are not limited to, videography, photography, podcasting, music, writing, and creative thinking. In this position, you will help students, who are from low-income families, discover their voice, try new things, and build confidence. You will represent the Take 2 Creative Camp and the YWCA Elgin in the community.

Responsibilities:
1. Adhere to and promote the goals and philosophy of the YWCA Elgin.
2. Maintain professional loyalty to the YWCA Elgin, the Take 2 Creative Camp, and co-workers. Remember confidentiality with matters pertaining to children, parents, and work related issues.
3. Assist in preparation of the daily set up of the classroom(s) under direction of the Coordinator.
4. Assist in the implementation of the daily program under the Coordinator. Interacting with the children and using appropriate language and/or questions.
5. Assist in the day-to-day housekeeping chores that maintain a clean and orderly environment.
6. Encourage self-esteem in each student with positive reinforcement. Discipline with positive guidance practices.
7. Ensure the safety of the children through constant supervision.
8. Direct all questions from parents to the Coordinator and/or Youth Services Director.
9. Report all questions, concerns about day-to-day operations of the program to the Coordinator and/or Youth Services Director
10. Assist the Coordinator in maintaining all supplies and equipment.

Requirements:
1. Must be available June 7 - August 6, Monday-Friday, 10:00 am - 2:00 pm
2. Must be 21 years-old or older, hold a current Illinois drivers license, and have a good driving record
3. Must be able to meet all YWCA Elgin current insurance qualifications
4. Must be able to drive and transport students by bus
5. Must have reliable transportation
6. Must pass a background check
7. Must be willing to teach and converse with youth
**Personal Qualities:**

1. Must be physically able to perform the job of a teacher
2. Must have a warm, supportive attitude toward children
3. Must be reliable
4. Must be flexible in receiving assignments and/or adapting to the changes in the program
5. Must be willing to accept supervision in order to improve work performance
6. Must be willing to assist and encourage students