

Department of Social Services & Mental Health

Youth Bureau Intern

Role and Responsibilities:

- The intern will be responsible for filing, shredding, updating brochures, flyers, teen help cards, etc.
- Be part of the SIDNE team, educating youth about the consequences of texting and driving, drinking and driving
- Attend Adventure Camp twice a week with Youth Bureau staff at Camp Herrlich with Putnam County youth ages 9-15 and work with youth fishing, hiking, boating, archery, climbing wall, arts and crafts, etc.
- Attend various meetings with staff, program director, CCSI, PINS, CTC, etc.
- Help support Youth Court, Pegasus and the mentoring program

Qualifications and Education Requirements:

Must be enrolled in High School, College or Graduate school at the time of application. Driver's license required.

Specific Majors, coursework or backgrounds that would be helpful to this work:

Social Work, Counselling, Education, or Recreation Management would be helpful.

Preferred Skills:

- Flexible hours, some evening work required.
- Computer skills a must
- Ability to work with elementary, middle and high school age students, good people skills and communication skills

Department: Department of Social Services & Mental Health

Location: Donald B. Smith Governmental Campus
110 Old Route 6
Carmel, NY 10512

Hourly Rate:

High School Student	\$11
College Student	\$12
Graduate Student	\$13

Schedule: 28 hours/week for 8 weeks

