Contingent on social distancing guidelines, this internship is subject to change.

Say Yes Summer Camp Intern

**Organization Name:** Say Yes Buffalo

**Location:** 712 Main Street, Buffalo, NY

**Website:** sayyesbuffalo.org

**Organization Description/Profile:**
Say Yes Buffalo is a landmark partnership that brings the Buffalo Public School District, parents, the Buffalo Teachers Federation, the Buffalo Association of Administrators and Supervisors, higher education, the City of Buffalo, Erie County, Say Yes to Education, Inc., and a diverse group of Buffalo area corporate, non-profit, and philanthropic organizations together to organize people, time, money and resources to provide holistic, year-round support to Buffalo Public School District students throughout their K-12 years and beyond.

This education-based initiative aims to provide a powerful engine for long-term economic development through radically improving the life course of public school students in the City of Buffalo. To do this, the Say Yes Buffalo partnership combines a comprehensive K-12 support system with the incentive of locally funded postsecondary Tuition Scholarships to remove the barriers (financial, academic, social and health) to college access and success for youth in the City of Buffalo.

**Position Supervisor & Title:** Dan Cross-Viola, Extended Learning Time Supervisor

**Internship Title:** Say Yes Summer Camp Intern

**Internship Duties and Responsibilities:**
- Assist in planning and implementing Summer Camp partner meetings, including professional development offerings
- Interface with students, parents and community members, providing information and answering questions about Summer Camp
- Prepare and distribute Summer Camp curriculum and other materials to Summer Camp sites
- Assist in the planning and implementation of key events, including Summer Camp Kick-off and National Summer Learning Day
### SAY YES BUFFALO INTERNSHIP OPPORTUNITY SUBMISSION FORM

- Assist with the collection and analysis of Summer Camp attendance and "Reading Rules!" reading summaries data
- Help document Summer Camp through photography, video and other media
- Other duties as assigned by Extended Learning Time Supervisor

**Minimum Requirements:**
- Say Yes Buffalo Scholar enrolled in college full time in good academic standing, must be at least a rising Sophomore
- Recent Say Yes Buffalo graduates will also be considered
- Desired skills:
  - Strong communication skills
  - Well organized
  - Knowledge of Microsoft Word, Excel and PowerPoint
  - Ability to balance multiple projects

**Intern takeaways:**
- Skills: project management, data collection/analysis, event planning, collaboration, customer service
- Exposure to dozens of community-based organizations serving young people
- Knowledge of Summer Camp best practices

**Duration of employment:**
- Interns can work up to 20 hours per week for 8 weeks in summer of 2020 – exact start and end dates will be decided upon by employer and hired intern.
- During the weeks of summer camp, there may be a need for more hours.

**Compensation:**
The position pays $14.75 per hour. (Up to 160 hours)

NOTE: Any determination regarding academic credit will be made by the intern’s academic department.

**Accommodations:**
The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

**To apply:** Submit resume & cover letter to info@sayyestoyourcareer.org.

If necessary, Say Yes staff may send you suggestions before we send your cover letter and/or resume to the employer(s). In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

By applying to this internship, you are agreeing to the application agreement which can be found beneath the internship postings on our website.

**Deadline:** Friday, May 8th, 2020 by 5:00PM
Interviews:
The interviews will take place in May and the hired intern will be chosen by May 29th.

*Interviews will be conducted via virtual or phone until the New York State Department of Health deems this practice no longer necessary. If you don’t have the means to interview in this way, contact Johanna Caplan at jcaplan@sayyestoeducation.org.*

Please note: Internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.

*We are doing our best to have as many internship options as possible during these unprecedented times.*

Reach out if you have any questions.