



## Urban League of Broward County

### Summer Internship Program

#### Job Description

**Title:** MOST (Maximizing Out-of-School Time) Program Summer Intern

**Classification:** Intern (Unpaid)

**Status:** Temporary (June-August 2025)

**Department:** Education

**Supervisor:** As Assigned

**Revision Date:** April 2025

#### **Summer Internship Program Description:**

Urban League of Broward County's Summer Internship Program (SIP) is a 10-week immersive unpaid internship program placing undergraduate and graduate students in placements working alongside program and administrative staff throughout the organization. In its first year, the SIP will host up to 12 students.

Interns will have the opportunity to work on a variety of projects that advance their department's work to better serve disenfranchised communities. In addition, interns will have several professional development opportunities throughout the summer. These include Senior Management Brown Bag Discussions and networking with the Young Professionals Network.

#### **Essential Functions and Job Responsibilities**

Urban League of Broward County's Maximizing out of School Time (MOST) program provides high-quality summer programming for economically disadvantage elementary school children. This is a great opportunity for someone interested in child/youth development, early elementary education, and social work to experience a successful program in action.

- Assist staff with the planning and execution of summer program for elementary school students.
- Plan fun, creative, and engaging activities for participants.
- Assist teachers with facilitating activities and monitoring classrooms.
- Monitor students throughout the day, including in classrooms, during bathroom trips, mealtimes, and more.
- Chaperone field trips.
- Provide administrative support, including assisting with sign in/out sheets, data entry, filing, processing applications and more.
- Other duties assigned by Supervisor.

#### **Work Environment**

This job is operated in a professional office environment, offsite venues and outside areas in various weather conditions. This role routinely uses standard office equipment such as computer, phones, photocopiers, filing cabinets, and fax machines.

#### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit use hands, handle or feel, reach with hands and arms stoop, kneel, crouch, or crawl, and talk or hear.

The employee must occasionally lift and/or move up to 15 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision.

### **Position Type and Expected Hours of Work**

This is a full-time intern position. Please note the Urban League of Broward County will consider part-time (minimum 25 hours/week) applicants. Days and hours of work may vary; however, the company's business hours are Monday through Friday 8:00 a.m. to 5:00 p.m.

### **Job Specifications and Requirements**

Urban League of Broward County seeks passionate, intelligent, and critical-thinking students with an interest in not-for-profit management and program delivery to join us. Qualifications include:

- Exceptional undergraduate and graduate students are invited to apply and must have a current minimum GPA of 3.0.
- Coursework and/or interest in youth development, education or social work preferred.
- Must be comfortable interacting with children, establishing appropriate boundaries and rapport.
- In addition to academic success, the Urban League seeks individuals who are committed to making a difference in their community, exemplify leadership in both traditional and non-traditional ways, and are willing to work hard.

All applications are given equal rigor in the review process and are subject to the same standards of admission. Urban League of Broward County is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, age, handicap, religion, or sexual orientation.

### **Other**

- Must have a valid Florida Driver License and/or reliable transportation to/from worksite.
- Must be able to pass a Level 2 criminal background check and drug screening.

### **Compensation**

- This is an unpaid internship.
- Urban League will support applicants seeking college credit and/or participating in college-sponsored internship program.

### **Application Process**

Please send cover letter, resume and a copy of your transcript (unofficial transcript is acceptable) to [hiring@ulbcfl.org](mailto:hiring@ulbcfl.org). Applications will be accepted on a rolling basis through June 1, 2025.