



Hancock Resource Center Position Description

Position Name: Summer Intern

Reports to: Program Manager

Full-time, temporary, nonexempt (36 hours). Previous HYPE or HYL A Student preferred. Position begins on June 1 and ends no later than August 15.

Qualifications:

Student enrolled in postsecondary education, preferred course of study in Marketing, Communications, Social Work, Counseling, or related community development field.

Must be able to pass background check and subject to drug testing. Must have a positive social media presence and lifestyle that represents the philosophy of the HYPE and HYL A programs. Prefer vehicle and be able to drive.

Description:

1. Assists Program Managers and counselors with data entry, clerical duties, file management, and other office functions.
2. Contacts clients and assists with gathering information, scheduling, and other duties as assigned.
3. Assists with planning and implementation of summer youth programs for HYPE and HYL A.
4. Assists Hancock Youth Ready for Employment Program Manager with program planning and implementation.
5. Assist with all other duties as requested.