United Way of Metropolitan Dallas
Job Description

Job title: Future Focus Camp Intern
Department: Community Impact
Reports to: Director, Education Impact
FLSA Status: n/a
Grade: $500 stipend
Start Date: June 12, 2017

SUMMARY: The United Way of Metropolitan Dallas is seeking promising college students to serve as interns for the 2017 Future Focus Camp. The camp runs from June 12th through 23rd from 9:00am to 2:00pm daily and serves 75 students from Dallas ISD as well as targeted Uplift Education camps. Three days of the camp will occur at the United Way offices and focus on topics like career management, resume and cover letter writing, interview skills, and professionalism and work ethic. These days will have students paired with Future Focus Camp Interns and volunteers from area businesses to interact and participate in group exercises to enhance the learning. On the remaining days of camp students will visit local businesses to see what the skills they have been learning look like in a real world setting.

REQUIRED KNOWLEDGE AND ATTRIBUTES:

- Willingness to learn
- Written and oral communication skills
- Desire to learn about nonprofit industry and community programs
- Comfort in assisting with both large and small group activities with high school students

RESPONSIBILITIES:

- Serve as a member of the core team for the Future Focus Summer Camp
- Chaperone student groups on corporate site visits
- Facilitate meaningful college and career focused discussions throughout the camp
- Other projects as identified
- Serve as a role model for high school participants

JOB REQUIREMENTS

EDUCATION: Current undergraduate or graduate student

EXPERIENCE: None required, but paid or volunteer experience in the nonprofit industry or educational setting preferred.

SKILLS: Well organized and detail-oriented
Proficiency MS Word, PowerPoint, Excel and Internet and knowledge of Social Media Initiative, self-starting
Ability to work as part of a team
Ability to work with deadlines
Strong people skills