



The Role of the Intern

The Shelton Summer Intern is a vital part of the Challenge programs of the Shelton Leadership Center. The intern will assist the SLC staff in providing positive, impactful learning experiences to Challenge participants and staff. Interns work in conjunction with the full-time office staff to ensure the Challenge camps are planned, implemented, and carried out with a high level of quality. This paid internship will allow participants to gain experience in a variety of leadership, event planning and administrative skill development. Past Shelton Challenge experience preferred, but not required.

Dates of Internship: April 22nd, 2017 (camp staff training); May 15th, 2017 – August 4th, 2017

Location: NC State University, Raleigh, NC

Office Hours: 9:00 AM to 5:00 PM (with 1hr lunch break) – Monday – Friday

Site Locations: On-site 24/7 during the week of assigned Challenge location. Serve on-site at maximum of 3 Challenges.

Internship Goals and Objectives:

- To gain on-the-job experience in project management
- To gain greater understanding of administrative responsibilities associated with a week-long youth leadership program
- To assist in deliverables associated with the planning, coordinating, and implementation of three week-long youth leadership programs
- To gain greater understanding of the importance of communication, flexibility, organization, and being a team-player assists in the overall success of a program
- To gain greater understanding for the importance of knowing those you work with and with whom you serve, in order to most effectively meet objectives related to the program goals, as well as fostering a more meaningful experience for those who are involved with the program.

Job Description:

- Shelton Challenge for High School Youth
 - Assist with administrative tasks including, but not limited to:
 - student/staff registration forms and materials
 - student/staff mailings
 - organization and management of the student/staff database
 - updates and revisions for student/staff curriculum
 - Attend weekly Shelton Challenge staff meetings prepared to provide updates on areas of responsibilities
- Inventory, organize and pack necessary supplies for each Shelton Challenge week
- Maintain organization of overall office in the Shelton Center
 - Assist with administrative responsibilities answering phones, photocopying, emails, social media posts, and other responsibilities as needed
- Attend week-long Shelton Challenge programs to support Camp Director and volunteer staff
 - Serve as the on-site van driver for student/staff resources and medical needs

Supervision Structure:

The summer interns' direct supervisor is the Leadership Training Specialist. Indirect supervision will be from the Leadership Training Associate. The interns work collaboratively with any additional summer student/adult volunteer staff as well as the entire Shelton Leadership Center office staff. Together, the team works to manage the administrative, logistical, and programmatic needs of the Shelton Challenge program.

Applicants:

Please apply online through the NC State Career Center or email Laura Pittman (LDPittma@ncsu.edu) a copy of your resume and cover letter by Sunday, February 12th, 2017.