

**YWCA Southeastern MA  
Job Description  
Girls Exclusive Intern**

**Mission:**

**YWCA Southeastern Massachusetts is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.**

**Reports to: Jordan Latham, Girls Exclusive Coordinator**

**Responsibilities:**

- Assists Girls Exclusive Staff with planning and implementing curriculum and activities for Girls Exclusive, a program for girls in grades 4-8. Girls in the program learn financial literacy, racial justice, leadership development, self-esteem building, nutrition, etiquette and babysitting.
- Supervision over the health, welfare and safety of the girls.
- Provides leadership to girls in the group. Serves as a role model to the girls in the program.
- Assist with program data collection and reports.
- Other job-related duties and responsibilities may be assigned and/or the job description may change periodically to reflect changing organization needs.

**Requirements:**

- Ability to handle, prioritize and manage multiple tasks while maintaining attention to detail.
- Ability to work independently.
- Strong organizational and problem-solving skills.
- Must be well organized, creative, and dependable.
- Excellent verbal and written communication skills a must.

**Learning Objectives:**

- Acquire knowledge in the daily operations of YWCA Southeastern Massachusetts, a local nonprofit that provides targeted services to women and girls, and its connection to YWCA USA and the World YWCA.
- Gain experience and transferable skills working for YWCA Southeastern Massachusetts, thus furthering education beyond the classroom.

**Internship Requirement:**

Intern can work a total of 5-10 hours per week. Intern must have transportation to and from the program.

Interns are required to maintain a professional appearance in both attire and character, and respect all YWCA policies, as outlined in the volunteer personnel handbook, including computer policies and codes of ethics and confidentiality.

**Instructions:**

Please send an email with a resume or statement on why you would like to intern for the YWCA Southeastern MA with qualifications and your availability to: Jordan Latham, Girls Exclusive Coordinator at [jlatham@ywcasema.org](mailto:jlatham@ywcasema.org).