FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Program Intern – Sports & Recreation**
Status: Academic Internship
Reports to: Youth & Family Director
Department: Youth & Family
Revision Date: 08/03/2026

ST. CLOUD AREA FAMILY YMCA MISSION:

At the St. Cloud Area Family YMCA, we are united in a sincere desire to live out our great Mission. To put Christian principles into practice through programs that build a healthy spirit, mind, and body for all. Together, we pledge to do this daily, in our actions and interactions, with staff, members and guests of the YMCA, by serving, caring, and loving. To serve is to meet physical needs through our facility, programs, and responsive actions to questions or requests. To care is to meet emotional needs by engaging in genuine conversation, listening with intention, and developing relationships. To love is to provide opportunities for connection and service by keeping the Y a safe and welcoming place for all.

POSITION SUMMARY:

This position supports the mission of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Program Intern will develop professional skills, including program management, staff coordination, recreation facility operations, and member engagement. The Program Intern will have the opportunity to engage with program participants and general use patrons, building skills in communication, problem-solving and customer service. The experience will include ownership of a project as determined by the Academic Syllabus requirements and the Youth & Family Director.

ESSENTIAL FUNCTIONS:

1. **Facility Operations:** Learn and understand routine and non-routine facility monitoring and maintenance. Support daily operations checklists to ensure facilities consistently meet safety & cleanliness standards.

2. **Staff Coordination:** Shadow and assist with daily administrative communication related to unplanned staffing needs, participant or program cancellations or facility operations changes.

3. **Sport & Recreation Programming:** Shadow and facilitate facility use planning & communication processes including gym & space utilization, program design and promotion, youth & family events and other seasonal member and staff training needs.

4. **Reporting & Recordkeeping:** Learn basic analytics used for facility and program planning related to the capture and review of program participant counts, facility and participant incidents, equipment requests, rental requests and other daily metrics.

5. **Community Engagement:** Shadow and/or represent the YMCA at community events, outreach activities, expos, special events and membership promotions as assigned.

6. **Relationship Building:** Build positive relationships with staff, volunteers, current and prospective donors while demonstrating the YMCA's core values of Caring, Honesty, Respect, and Responsibility.

7. **Safety & Compliance:** Follow all YMCA policies, safety procedures, risk management practices, and emergency response protocols. Comfortable interacting with youth, families and members to educate on pool use and safety requirements.

8. **Professional Development:** Participate in staff meetings, training, and professional development opportunities, and perform other duties as assigned. Complete internship milestones with mentor as outlined by internship syllabus.

QUALIFICATIONS:

1. Previous or current experience in youth programming such as sport coaching/officiating, scout or 4-H programs, outdoor pursuits programming, education, adaptive or social services programs.
2. 1+ years of experience working with youth is required.
3. Students currently pursuing a degree in Recreation, Sport, Education, Social Service or similar degree.
4. Basic Microsoft proficiency required.
5. Demonstrated ability to deliver exceptional customer service and build positive relationships with participants, members, staff, volunteers, and community partners.
6. Excellent verbal and written communication skills.
7. Strong organizational and time management skills.
8. Ability to analyze problems, exercise sound judgment, and make appropriate decisions.
9. Ability to learn new technology and maintain accurate records.
10. Confidentiality and exercise professionalism in all interactions.
11. Commitment to the YMCA's mission, values, and culture of inclusion.
12. CPR, First Aid, AED, and Bloodborne Pathogens certifications (or ability to obtain within 60 days of hire).
13. Valid Driver's license and ability to comply with our Driver Safety Policy.
14. Completion of all required YMCA trainings within established timeframes.
15. Successful completion of a background check in accordance with YMCA policies.

WORK ENVIRONMENT & 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 internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this internship, the intern is regularly required to use a computer.
- The intern frequently is required to stand, walk, bend, reach and lift, with the ability to complete the physical requirements of belaying certification.
- The intern must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, the ability to sustain focus for extended periods and the ability to adjust.
- The noise level in the work environment is usually moderate.

SIGNATURE:

I have reviewed and understand this job description.

_____ _____

Employee's name Employee's signature

Today's date: _____