

# 2015 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

NYC DEPARTMENT OF PROBATION

## DIVISION

Juvenile Operations

ADDRESS1 33 Beaver Street

ADDRESS2 New York, NY 10004

CONTACT NAME See Below

E-MAIL

PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Probation (DOP) contributes to safer communities by supervising people on probation and fostering opportunities for them to move out of the criminal justice system and into meaningful education, employment, health services, family engagement and community participation. We are located at 15 offices in every borough across the City and provide three core services - juvenile intake, pre-sentence investigations, and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities

## UNIT DESCRIPTION (Max characters 1000 )

Juvenile Operations serves young people who have been arrested and are between the ages of 7 and 15 at the time of the alleged offense. A young person's disposition may include Probation supervision, which offers him or her a chance to demonstrate an ability to function in the community, in part, by making positive behavioral changes and developing better decision-making skills in order to avoid further delinquent activity.

## POSITION TITLE (Max characters 100)

Summer Intern/Youth Worker

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

- Assist coordinator with the design, development and implementation of programming and curricula for leadership through arts and culture, health and wellness, and recreational activities.
- Implement daily activities including groups, organized games, team sports, free play, field trips and academic enrichment activities that promote summer learning.
- Assist Program Coordinator with various tasks.
- Attend any mandatory meetings or orientations on and off-site.
- Build strong and positive relationships with youth ages 14-17.
- Ensure the safety and well-being of the youth by adhering to the policies and procedures.
- Be a positive role model; "lead by example"; encourage educational success and appropriate behavior.
- Convey and enforce safety regulations at all times
- Collect and maintain comprehensive, up-to-date, and accurate records, including attendance.
- Complete duties as assigned by the supervisor.
- Maintain a positive and respectful attitude.

## QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )

PREFERRED QUALIFICATION/SKILLS:

- Undergraduate Major: Social Work, Education or Counseling.
- Must be able to work summer months June thru August.
- Ability to work your scheduled hours five days a week during the summer months of July and August.
- Demonstrate leadership ability and possess an interest in working with youth (Ages 14-17).
- Bi-lingual English/Mandarin/Cantonese, English/French or English/Spanish a plus.

**APPLICATION PROCESS (Max characters 700 )**

**TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:**

**External Applicants:** <https://a127-jobs.nyc.gov/>

**Internal Applicants:** Employee Self Service (ESS)

**SALARY RANGE**

\$8.12 - \$12.39 Hourly Enter Salary Range

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

NOTE: Summer CARE Program

WORK LOCATION:Citywide    NUMBER OF POSITIONS: 17

nyc.gov/internship

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