

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## NYC DEPARTMENT OF PROBATION

Juvenile Operations

33 Beaver Street

New York, NY 10004

<b>CIVIL SERVICE TITLE:</b> Summer Graduate Intern	<b>TITLE CODE NO.:</b> 10232
<b>OFFICE TITLE:</b> Summer Intern/Cares Coordinator	<b>SALARY:</b> \$13.52 - \$22.06 Hourly
<b>DIVISION/WORK UNIT:</b> Administrative Executive Offices	<b>WORK LOCATION:</b> 33 Beaver Street, New York, NY
<b>HOURS:</b> 35 Hours Per Week	<b>NUMBER OF POSITIONS:</b> Multiple

### JOB DESCRIPTION

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide three core services-pre-sentence investigations, intake 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.

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.

The CARES Unit will organize and implement pro-social activities and programming to all you involved with probation, with a specifically targeted youth that present with risk factors on the YLS with needs for structured leisure time activities. The activities will aim to expand worldview and experiences of the youth. CARES is a year round program designed to introduce youth to the culture, arts, recreation, and education of NYC and the surrounding areas. Youth will experience programming that includes a wide array of activities such as interactive dance, fitness and artistic teachings, theatre performances, sporting events and instruction, visits to college campuses, restaurants and museums. Activities and programming will operate citywide. These activities will expose youth to the world of arts and culture to nurture healthy existences within their communities.

### COORDINATOR RESPONSIBILITIES

- Responsible for services delivery and program development by coordinating a wide range of positive activities, trips and lessons for all five boroughs.
- Design and implement specific programming and curricula for leadership through arts and culture, health and wellness, and recreational activities that promote learning.
- Schedule and maintain a calendar of daily activities including groups, organized games, team sports, free play, field trips and academic enrichment 'Maintain communication with staff when in the field.
- Direct, encourage, and provide supervision to youth workers.
- Monitor and maintain standards of work to ensure appropriate supervision and programming are delivered. Ensure the safety and well-being of the youth by enforcing policies and procedures.
- Build strong and positive relationships with youth ages 14-17.
- Be a positive role model; "lead by example"; encourage educational success and appropriate behavior. Maintain a positive and respectful attitude.
- Attend any mandatory meetings or orientations on and off-site Convey and enforce safety regulations at all times.
- Collect and maintain comprehensive, up-to-date, and accurate records, including attendance Prepare weekly reports.

**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.

**QUALIFICATION REQUIREMENTS:**

Candidates must be currently enrolled in a graduate degree program in an accredited college, university or law school.

**NOTE:** STSJP funding/Summer CARES Program

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL**

**NEW YORK STATE RESIDENCY IS REQUIRED**

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

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

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

**SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW**

**POST DATE: April 12, 2016**

**POST UNTIL: Until filled**

**JVN #: 781-16-018**

**“THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER”**