



SUMMER 2016 INTERNSHIPS AVAILABLE (STIPEND)

TITLE: Task Team Supervisor

DUTIES: Under the supervision of the Project Director, Task Team Supervisors will assist in the operation and implementation of the career exploration component for high school students participating in the CSUC Upward Bound Projects. Interns will directly assist in the implementation and supervision of Upward Bound "Task Team Projects." These groups will be engaged in outcome-oriented work projects. Responsibilities include, but are not limited to: supervision of high school students assigned to the group; participant instruction and monitoring; compliance with Workforce Innovation and Opportunity Act (WIOA) and other applicable regulations particularly in the area of safe work practices; development and implementation of work-based skill competencies; advising; requisite paperwork and final report.

QUALIFICATIONS: Knowledge of and ability to direct and motivate non-traditional high school students. Demonstration of organization and mentoring skills is necessary. Previous experience supervising adolescents is highly desirable. Ability to implement the specific goals of the positions described below or personal expertise on an unrelated subject that could be added to a group.

POSITIONS: **Public Relations:** coordinate and promote the UB Summer Program and events through various local media organizations, including television, radio, print and online media

Upward Bound Summer Yearbook: create a yearbook for UB Summer Program participants utilizing various Adobe programs. Take orders and distribute yearbooks to appropriate students and staff

Upward Bound Summer T-shirt/Poster: (1) coordinate a T-shirt design contest for a T-shirt that represents the UB Summer Program, take orders and distribute T-shirts to appropriate students and staff; AND (2) help design posters about current teen issues to be distributed to local high schools

Upward Bound Summer Video: create a video featuring the UB Summer Program and its events for students

Community Service Project: coordinate a project(s) to benefit a local non-profit organization

The Little Scientist Program: coordinate a science program to teach science to children ages 6-12 at a low-income housing complex

La Vista Verde Kids Program: coordinate a program for children ages 6-12 at a low-income housing complex

Harvest Park Kids Program: coordinate a program for children ages 6-12 at a low-income housing complex

AVAILABILITY: Regular hours will be Monday-Thursday from 12:30 p.m. to 5:00 p.m. in June and July 2016. Specific dates TBA. Must attend all mandatory staff trainings and orientations (dates and times TBA). **Additional hours may be required during the summer program.**

REQUIREMENTS: All interns must be current CSU, Chico students who will enroll in and attend an internship class in the Spring of 2016 (dates TBA). Unofficial transcripts are required with your application; in lieu of transcripts, applicants may submit a written, signed declaration stating that Upward Bound may access the University's system to obtain their grades. Applicants must possess a valid California Driver's License. Paid internship is contingent on a background clearance (fingerprinting).

COMPENSATION: A \$972.00 stipend and six (6) internship units (depending on experience)

APPLICATION PROCEDURE: Applications may be obtained from the Upward Bound office located in Student Services Center, Room 392, CSU Chico, Chico, CA 95929-0712. Applications due December 4, 2015.