

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT

DIVISION

COMPASS

ADDRESS1 2 Lafayette Street, 21st Floor

ADDRESS2 New York, NY 10007

CONTACT NAME David Heller

E-MAIL daheller@dycd.nyc.gov

PHONE (646) 343-6171

FAX

AGENCY DESCRIPTION (Max characters 3000)

The Department of Youth and Community Development invests in a network of community-based organizations and programs to alleviate the effects of poverty and to provide opportunities for New Yorkers and communities to flourish.

UNIT DESCRIPTION (Max characters 1000)

The Program and Innovation unit within COMPASS focuses on guiding and supporting after-school programs as they provide quality services to NYC youth.

POSITION TITLE (Max characters 100)

Program Quality and Innovation Summer Graduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

An intern will assist PQI with pursuing its goal of developing tools and resources to support DYCD-funded COMPASS providers with implementing high quality afterschool programming.

PQI is engaged in a long-term project that will result in the creation of a public-facing web-based resource portal that will assist 900+ NGO providers in meeting contractual expectations around implementing academic enrichments.

An intern will assist PQI with researching and collecting myriad resources that will populate this portal and support its growth and ability to become a source of guidance and support for COMPASS. Tasks and responsibilities include:

- Researching and documenting currently existing resources related to best practices in afterschool instruction.
- Conducting site visits of DYCD summer pilot programs to identify innovative, creative approaches to afterschool teaching and learning.
- Adapting relevant resources to align with needs of afterschool audience and organizing them according to existing PQI tools.
- Editing video footage of afterschool instructional practices and tagging moments according to certain criteria aligned with PQI tools.

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

Bachelor's Degree required. Pursuing Master's in Education, Urban Policy, and/or urban education.
Experience with video editing & web design a plus
Team player, able to juggle multiple projects and tasks at once

APPLICATION PROCESS (Max characters 700)

Please provide a cover letter and resume.

SALARY RANGE

\$0

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Length of Time:
Eight weeks, 15-20 hours per week (part-time)
June - August 2016