

Youth Enrichment Services
2019 Administrative Intern



Youth Enrichment Services inspires and challenges youth with physical and mental activities that foster life-long respect for self, others, and the environment.

Job Description:

Administrative interns will work in the YES office and support YES staff with daily operating tasks and online database maintenance.

Duties:

- Work approximately 25 hours each week \$12.00/ hour for seven (7) weeks.
- Train and work in the YES database software program
- Support YES staff in office tasks and projects
- Be an ambassador of YES by actively showing respect for self, others, and the environment
- Attend staff meetings and trainings as required
- Other duties as assigned

Applicants must fit the following criteria to be eligible:

- Be between the ages of 15 and 19
- Full-time residents of Boston
- Able to obtain a work permit by June 14th
- Able to attend mandatory trainings between June 26th – July 3rd
- Able to work from 8:30AM-4:30PM, Monday through Friday starting July 8th through August 16th
- Have a personal bank account or be willing to open one
- Able to travel to and from the YES office and Agganis Arena at 925 Commonwealth Avenue

Interested applicants should possess professionalism, attention to detail, and initiative. Teens with an interest in gaining experience working in an office environment are encouraged to apply.

How to Apply:

- 1) Complete the YES teen staff application on www.yeskids.org/teen-employment
- 2) Upload a resume
- 3) Register for the BCYF Successlink program

Deadline:

Applications will be accepted until **Friday, April 12th**

Questions about the position or the application process should be directed to Walter Pultinas
(617) 267-5877 ex 16 | career@yeskids.org