



2017 Summer Internship Job Posting

Organization Name: Tampa Housing Authority

Contact Name: Kenneth Bryant

Job Title: Youth Counselor

Positions Available: 2

Job Description: Recruit youth to participate at the Oaks of Riverview Community Center (ORCC) to reduce juvenile crime and delinquency. Assist with providing events and activities assisting youth with academic excellence, learning communication, life and athletic skills. 8 weeks/ 35 hours per week / June 5 start date.

Essential Job Functions

Assist with coordinating programs and activities for youth attending the Oaks of Riverview Community Center (ORCC).

1. Responsible for the recruitment of youth enrollees and the activities of youth.
2. Responsible for organizing and carrying out the plans and schedules for seasonal programs, activities and games
3. Responsible for implementing program services and athletic programs for youth
4. Enforces safety procedures for program services, activities and games
5. Responsible for securing the necessary equipment and materials at the Center
6. Responsible for circulating the appropriate flyers and posters to publicize programs, activities and games
7. Assist Youth with completing homework assignments
8. Performs related duties as assigned

Knowledge, Skills, and Abilities

1. Knowledge of program development and implementation methods and practices
2. Knowledge of academic, social, and recreational youth programs
3. Ability to understand written and oral instructions and to act on them
4. Ability to communicate effectively orally and in writing
5. Ability to deal with residents, parents, youth, staff, volunteers, and community organizations tactfully, courteously and effectively
6. Ability to establish effective and harmonious working relationships
7. Ability to oversee implementation of youth programs
8. Ability to work independently
9. Ability to use sound judgment in dealing with others, and resolving issues and problems

Minimum Qualifications

- Experience in working with youth or combination of education and experience.
- Age(s): 17-18 Dependable Transportation is needed.
- Must have a valid Florida Driver's License and be insurable under the agency's insurance policy

How to apply: Email resume to Kenneth Bryant: kenneth.bryant@thaf1.com

Deadline: May 22 at 4:15pm