



**TITLE:** Keystone Program Intern  
**PERFORMANCE**  
**PROFILE SOURCE:** Intern  
**DEPARTMENT:** Programming  
**REPORTS TO:** Center Director

**PRIMARY FUNCTION:**

Under the supervision of the Center Director, assists with creating and facilitating teen Keystone programming, focusing on small Club events, service projects for the community and off-site service opportunities.

**KEY ROLES (Essential Job Responsibilities):**

- Serves teen members, 6<sup>th</sup> grade and above
- Program facilitation around service
- Assists with behavior challenges as needed
- Assists with creating opportunities for empowerment of teen members
- Create one new service event for the Club

**Disclaimer:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by:

\_\_\_\_\_  
Incumbent Date

Reviewed by:

\_\_\_\_\_  
Center Director Date