

# Department of Social Services & Mental Health

## Youth Bureau Intern

### Role and Responsibilities:

- The intern will be responsible for filing, shredding, updating brochures, flyers, teen help cards, etc.
- Be part of the SIDNE team, educating youth about the consequences of texting and driving, drinking and driving
- Attend Adventure Camp twice a week with Youth Bureau staff at Camp Herrlich with Putnam County youth ages 9-15 and work with youth fishing, hiking, boating, archery, climbing wall, arts and crafts, etc.
- Attend various meetings with staff, program director, CCSI, PINS, CTC, etc.
- Help support Youth Court, Pegasus and the mentoring program

### Qualifications and Education Requirements:

Must be enrolled in High School, College or Graduate school at the time of application. Driver's license required.

### Specific Majors, coursework or backgrounds that would be helpful to this work:

Social Work, Counselling, Education, or Recreation Management would be helpful.

### Preferred Skills:

- Flexible hours, some evening work required.
- Computer skills a must
- Ability to work with elementary, middle and high school age students, good people skills and communication skills

**Department:** Department of Social Services & Mental Health

**Location:** Donald B. Smith Governmental Campus  
110 Old Route 6  
Carmel, NY 10512

**Hourly Rate:**

High School Student	\$10
College Student	\$11
Graduate Student	\$12

**Schedule:** 28 hours/week for 8 weeks

