

**Servant Leadership Summer Internship Placement Site  
Job Description  
Summer 2012**

**Organization Name: Young Women's Christian Association**

**Address:**

957 N Highland Avenue Northeast  
Atlanta, GA 30306-3516

**Phone:** 404.249.8541

**Web site:** [www.ywcaatlanta.org](http://www.ywcaatlanta.org)

**Internship Supervisors:**

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**Organization's Mission Statement:**

The mission of the YWCA of Greater Atlanta is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. The YWCA plays a leadership role as it works to achieve positive change in the lives of individuals and the Atlanta community. The YWCA plants the seeds of hope to provide comfort where there is pain, love where there is loneliness, and a light where there is darkness. In every era, the YWCA has stood for the right of the woman to be treated with the dignity and respect they deserve. Today, we continue to put that commitment into action through a wide range of programs that reach thousands of women and girls throughout our community.

### **Summary of organization's primary programs and services:**

The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all. We believe the key to real and lasting change is to engage area residents in conversations about the issues, allowing us to open hearts and minds to new perspectives and the richness of diversity.

Our current racial justice initiatives include:

**Stand Against Racism** – An annual community-wide event to build awareness about racism. We reach out to businesses, schools, houses of worship, organizations, and government agencies to join the effort.

**Empowered Youth Entertainment** - A program for youth ages 13-19 that uses drama as a means of exploring attitudes toward racism, discrimination, intolerance and prejudice.

The YWCA summer program brings diversity, community involvement and growth to our children through unique and exciting learning experiences. 60 students undergo creative daily academic enrichment activities; participate in a myriad of hands on arts & crafts projects, and enjoy a host of fieldtrips throughout the Metro-Atlanta area including Fernbank, Six Flags, White Water, Chattahoochee Nature Center, and several others. This eight-week academically oriented program is from 7:00 a.m. to 6:30 p.m. Monday through Friday--It runs from the first full week of June until the last week of July.

YWCA of Greater Atlanta's EncorePlus breast and cervical cancer awareness program has been in existence for over ten years. The program emphasizes early detection and facilitates breast and cervical cancer education for employees, churches, and community groups. Uninsured women between the ages of 40 and 64 who are in need of a breast or cervical screening are referred for mammograms, clinical breast exams, and pap tests at no charge, along with transportation to and from visits and other supportive services per need. EncorePlus also has a youth

The Teen Girls in Technology program seeks to increase girls' interest, confidence and competence in Science Technology, Engineering and Math (**STEM**) by helping young women [ages 12-18] overcome barriers and stereotypes in these areas. The program provides girls with innovative learning opportunities while helping

them to develop critical thinking and problem solving skills. TGI Tech prepares young women to enter a world of non-traditional STEM related careers such as engineering, oceanography, computer science and biotechnology. The program also links girls to successful women in STEM professions for mentoring and encouragement.

The Women in Transition (WIT) program serves as a safe haven providing quality transitional housing to homeless women and their children. In 1987, the **YWCA of Greater Atlanta** opened the city's first emergency night shelter for women (both single and with children). Since then, the YWCA has provided material aid, transitional shelter, and residential support to over 10,000 women. The [WIT Cascade House's](#) 18-month program helps homeless women through the provision of housing and case management services to identify and cultivate economic opportunities, sustainable employment, and life skills necessary to retain employment and maintain stable homes for their families.

**Intern's title:**

Administrative Intern

**Number of interns requested by this organization?**

One

**Internship project/job description:**

Provide general administrative and program assistance to various YWCA staff members.

General office duties including organizing files, updating resources, and revising forms.

Assist with mailings and answering phone calls.

Volunteers with special skills may assist with tasks such as graphic/web design, and marketing.

Complete other duties as assigned.

**Qualifications:**

Good language skills.

Organized, flexible and energetic.

Good working knowledge of Microsoft.

Must be 16 years of age or older.

Complete all volunteer application processes.

Complete volunteer training.  
Must pass criminal background check.

**Other Requirements:**

Monday through Friday 9:00 a.m. - 5:00 p.m.  
Volunteers must commit to a minimum of 20 hours per month.

**Will the internship require that the student have a car?**

It is not necessary for the student to have a car, but it depends on the position (e.g. Marketing might require the student to attend a meeting outside of the YWCA site).

**Is placement site accessible by public transit or other transportation options?**

Yes, the YWCA is accessible by public transportation.