



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Human Resources Department

101 Schaumburg Court

Schaumburg, IL 60193

www.schaumburg.com

TEEN CENTER – Intern - Unpaid

The Village of Schaumburg employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be. Schaumburg is a thriving community of 75,936 residents located 12 miles west of O’Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois and was recently named by Money Magazine as one of the Top 10 Best Places to Live!

The Schaumburg Teen Center is for students in 6th-12th grades and offers educational support, teaches practical life skills, and offers other recreational and extracurricular activities intended to provide opportunities for students to engage in positive interactions and develop self-confidence and other pro-social skills. Students also participate in leadership and service opportunities.

Internship Goals:

- The intern will gain insight into working for the public sector.
- The intern will work consistently alongside program staff in the outreach to the private sector, the development and marketing of new programming and events
- The intern will work consistently alongside program staff in the day to day operations of a youth center
- The intern will be able to utilize their creativity with regards to program development and implementation
- The intern will interface with external business entities, schools, and corporations in the creation of new and innovative programming
- The intern will receive exposure to various aspects of the after school programming that support the academic and social-emotional learning of Junior High and High School students
- The intern will gain an experiential learning opportunity in the area of youth services with a main concentration of focus on teenagers’ ages 12-19 years of age
- The intern will receive exposure to the overall working of a municipal operated Teen Center, and will gain valuable knowledge about event planning and the broader functions of program development including marketing and public relations procedures, as well as direct work with a diverse youth group
- The Village will mold a position to the skillset and needs of the intern in terms of focus: direct service with youth versus program development/marketing, although there may be a need to crossover between these areas



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Essential Internship Functions:

- Serves as a role model for youth and establishes meaningful relationships that will encourage and motivate the youth
- Assists with special events, programming, off site events or other celebrations.
- Implements the Village of Schaumburg core values: customer service, trust, respect, teamwork, and integrity
- Work with staff on the creation and implementation of new, creative and diverse programming opportunities.
- Interact with potential volunteers within the community to assist in the development of youth programming.

Qualifications/Requirements:

- Currently enrolled in an undergraduate college program in the Human Services, marketing or program development fields
- Interest in pursuing a career in adolescent development and community programming
- Strong interpersonal skills and good communication skills both verbal and written
- Minimum 18 years of age
- Must pass a criminal background screening

Internship Schedule (days/hours offered)

- Flexible days and times based on the student's availability, Monday through Friday between 2:30 pm-9:30 pm.
- Willing to coordinate with school for class credit

If you are interested in submitting an application for this unpaid Teen Center Internship position, please click on [Volunteer Application](#) or go to our website under How Do I > Volunteer .

THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER