



Lake County Build a Generation

*Organizing Lake County to build a healthier
community for youth and families.*

LAKE COUNTY GOVERNMENT JOB DESCRIPTION: LAKE COUNTY BUILD A GENERATION, A PROJECT OF THE LAKE COUNTY PUBLIC HEALTH AGENCY

JOB TITLE: CTC Youth Intern (Communities That Care)
DEPARTMENT: Lake County Public Health Agency
CLASSIFICATION: Part-Time, 8 months (Sept 2018 through May 2019 with a break in
December 2018)
SUPERVISOR TITLE: Youth Master Plan Coordinator- Lead on CTC
HOURLY RATE: \$10.20/hr.

INTERNSHIP OVERVIEW:

Lake County Build a Generation (LCBAG), a department of Lake County, an EOE employer, seeks two part-time CTC Youth Interns to start in September of 2018. The youth intern should be able to commit to 4 hours per week. The intern will provide support for LCBAG's work to create a healthier environment for youth and families in Lake County. Interns report to Youth Master Plan Coordinator, Lead on CTC.

LCBAG's mission is to organize our community to create a healthier environment for youth and families. For more information, please visit www.lcbag.org.

REQUIREMENTS AND RESPONSIBILITIES- We want youth to have a successful internship experience that develops their skills and prepares them for future employment in their interest area. Please review these responsibilities and reflect on whether these will be a good fit for you:

- Learn and educate the community on the Communities That Care Framework
- Prepare for, go to and speak up in Youth Master Plan Steering Committee monthly meetings and ATOD coalition quarterly meetings
- Share our work on social media and in our local press, such as the Herald
- Help us prevent youth substance use by being a youth advocate in the community
- Help us with community educational events and programs
- Conduct relevant research when needed
- Share important information throughout the Lake County community in forms of presentations and meetings
- Help make sure we have youth voice in all of our work
- Help us get other Lake County youth voices heard

- Lead in implementation of a Mass Media Campaign around positive behaviors for youth

WHAT YOUTH INTERNS CAN EXPECT- We are very excited to welcome youth interns to the LCBAG office this September! Here's what you can expect from LCBAG staff:

- Mentoring in a professional setting
- Training in research, evaluation, social marketing and other areas as applicable
- Genuine respect and interest in youth perspectives
- Openness to the needs and interests of the youth interns and youth community

QUALIFICATIONS- We are looking for the following in our interns:

- Self-motivated and willing to take responsibility for tasks
- Interested in learning how to make our community healthier
- Willing to strive for clear communication (this means you are willing to ask questions when confused, ask for feedback and direction from your supervisor when you need it)
- Available to attend meetings in the evening during the work week
- Available to work 4 hours a week during the school year. There will be a break in December. (Schedule based on intern's availability and school calendar)

WORK CONDITIONS- Interns will mostly work inside which means they may hear some noises related to other people, machines or electronics. They are exposed to the typical risks of an office space. Interns will receive an LCBAG laptop and will be given desk space when applicable.

TO APPLY- Interested youth should complete the attached application form and bring it back to us by Friday September 21st. You can return the application in one of three ways: 1) Email the application to Jena@lcbag.org OR 2) Bring it to the LCBAG office at 711 Harrison Ave, Leadville (under the red awning under the North side of the building) OR 3) Mail it to LCBAG, P. O. Box 1302, Leadville, CO 80461. This position is rolling and interviews will start immediately.

Questions- Please contact Jena Finch at jena@lcbag.org or 719-486-4114

