



# Program Administration Internship Program

## Internship Experience

Detroit Pal has been a foundational organization in Detroit for 50 years. Our mission is to build character in young people and our vision is to help youth find their greatness. We serve 14,000 participants annually through a variety of athletic and youth enrichment programs. We work with 2,000 volunteers that share our belief of being positive adults and role models for our student-athletes. We are looking for motivated interns to work together with the Program Administration team. Our department oversees client relations, volunteer coordination, evaluation, data entry, reporting, program coordination, and internal communication. In addition, Program Administration is responsible for the Tiny Tigers program which serves over 400 youth ages 4-8 in T-Ball and Coach Pitch programs. There is a lot of work required behind the scenes to run quality programs for the community. This internship will provide insight into how Detroit PAL develops, runs, and improves programs.

## Desirable Credentials, Skills and Traits

- Willingness to take the initiative and drive progress
- Attention to detail and organization
- Project management skills
- Interpersonal relationship skills
- Solid typing skills
- Proficiency with MS Office Applications, particularly MS Excel & MS Word
- High standard for excellence in execution

## General Internship Objectives

- Learn how non-profits operate
- Understand the goals and objectives of the Detroit PAL and the projects managed by program and evaluation staff
- Gain an understanding of how to run youth development programs in an urban environment
- Develop an awareness and understanding of the evaluation process
- Assist with data collection, data entry, and increase understanding of data analysis
- Hand out surveys to participants and running reports from the information gathered

## Job Specifics

- Some college experience is preferred
- Customer service experience preferred
- The intern will work office hours as well as some weekends and nights during the week day
- Internships are unpaid
- Internship hours and schedules are created with the intern and the Program Administration staff

To apply for an internship, email your resume and cover letter to at [fhunter@detroitpal.org](mailto:fhunter@detroitpal.org). If you have questions, ask through email or contact Fred Hunter directly at (313) 833-1600 x220.