



Youth Enrichment & Programming Internship

About Detroit PAL

Detroit PAL is a non-profit organization with the mission of Helping Youth find their Greatness. The organization is positively impacting the lives of 12,000 youth each year through athletic and enrichment programs. PAL also empowers the community by training 1,700 volunteers and coaches, by creating safe places for kids to play, and by running quality programs which keep young people healthy and active. Detroit PAL's home office is located at the Old Tiger Stadium on Michigan near Trumbull, which is a hub of programming excellence for youth in and around Detroit.

Key Responsibilities

- Responsible for communication in recruiting and in-program updates
- Support the five Youth Enrichment programs: Summer Day Camp, Class Series, Team Up, Youth Voice Council and Youth of the Year
- Purchasing supplies and marketing materials
- Assist in purchasing supplies and marketing materials
- Facilitate virtual meeting managing; Zoom and social meeting technology support
- Aid in program development execution and support
- Execute project and program management support
- Assist with special projects as needed

Desirable Credentials, Skills and Traits

- Good with project management
- Attention to detail
- Able to work in a team environment
- Good written and communication skills
- Initiative and Accountability

General Internship Objectives

- Understand the goals and objectives of the Detroit PAL and the projects being conducted by development staff
- Gain a better understanding of the challenges of running youth development programs in an urban environment
- Develop an understanding of how programs and fundraising work together at a non-profit
- Learn more about non-profit management and processes

Next Steps

To apply for the position please email your resume and cover letter to intern@detroitpal.org. Please note that this is an unpaid internship.