

Youth Services School Health Programs Intern

- Agency Location:** 1200 Del Amo Street
Redondo Beach, CA 90277
- Work Location:** Youth Services Department
- Time Commitment:** 15 – 24 hours a week Monday – Friday (preferably in-person M, T & Th)
Between 9:00 a.m. – 5:00 p.m.
- Supervisors:** Tessa Garner, MPH, School Health Programs Supervisor, Youth Services
(310) 374-3426, ext. 8124 | tessa.garner@bchd.org

Description:

- Beach Cities Health District (BCHD) is one of the largest prevention health agencies in the nation, and has served the communities of Hermosa Beach, Manhattan Beach, and Redondo Beach since 1955.
- The Youth Services Department works with the school districts of Hermosa Beach, Manhattan Beach and Redondo Beach to provide innovative, science-based programming (e.g., obesity prevention, nutrition education, garden education and social emotional health programs) to achieve measurable results and give all students the opportunity to be healthy, happy and to thrive – in and out of school.

Duties:

Listed below are examples of internship duties. Assignments are offered based on interests, need, availability and dependent on in-person or virtual programming:

- Support LiveWell Kids Nutrition and Garden Program (elementary school children) to include but not limited to: preparing and developing lesson and training materials; coordinate and attend volunteer training events; support lesson observations; research content relevant to program, perform physical tasks in the garden; research best practices, policies and programs related to school health.
- Support the Drug-Free Communities Grant, Juvenile Diversion Project and Beach Cities Partnership for Youth Coalition to include but not limited to: Research best practices, programming and policies and create youth substance use prevention content to support the Beach Cities Partnership for Youth Coalition, conduct environmental scans of in the Beach Cities related to substance use prevention, support Juvenile Diversion Project internal program analytics, support Coalition member engagement, organization and administration
- Support the Youth Advisory Council workgroup to include but not limited to: assist with developing engagement programming and activities, planning and administration support of meetings, increasing youth engagement and opportunities.
- Support mental health and social emotional programming to include but not limited to: support outreach and community engagement with SPA-8 partners, organizations and agencies to increase awareness of services and establish or maintain partnerships, assist with youth engagement in various program areas related to youth wellness center, research content relevant to programing, and assist with administrative support related to youth wellness center facility.
- Support and attend BCHD and school events and meetings as needed.

Qualifications Needed:

- Currently pursuing a degree in public health, public administration, business, child development, community health, health education, health administration, project management or related field. Pursuing a Master's preferred in health promotion, public health, community development, social or behavioral science, social work or planning or a related discipline.
- Experience with or desire to support school-based health programming.
- Strong working knowledge of Microsoft programs (e.g., Word, Excel, PowerPoint, Access).
- Exhibits a polished and professional demeanor at all times.
- Excellent communication, customer service and organization skills.
- Adaptable and flexible by responding positively to change and using new practices to solve problems.
- Ability to work effectively in a fast-paced environment and handle multiple tasks at once.

Application/Screening Process:

All potential interns are asked to complete the following application process to see if this position is an appropriate fit:

- Send cover letter explaining interest in position along with resume to Human Resources (hr@bchd.org)
- Interview with supervisor
- Complete BCHD volunteer application
- Submit to criminal background check, drug test, TB test (at no cost)

Training:

Once the intern clears the screening process, the following training will be provided:

- Complete BCHD Orientation (online or in-house trainings are conducted once a month)
- Initial training regarding Youth Services and assignments delegated by supervisor
- Weekly meetings with supervisor

Responsibilities:

- Check in with supervisor for newly assigned tasks and updates on current tasks
- Exhibit and maintain a professional manner when interacting with fellow colleagues, staff, community members and the public
- Time management and accountability including setting and preparing for meetings, tracking work and progress, establishing a scope of work, answering and returning all emails, phone calls, etc.
- Keep track of all hours and submit timekeeping each month via Vicnet.

To apply for position, please send cover letter and resume to Human Resources:

Contact: (310) 374-3426, ext. 8164 | hr@bchd.org