



Internship Description

Work Site Name	Department/Position
Youth Services Intern/ City of Brighton	Youth Services

Brief Overview of Internship
This position will assist the Youth Services Department in our everyday tasks, including (but not limited to) assisting with the Image Summit, Brighton Youth Commission, and the Youth Services monthly newsletter.
Internship Tasks/Projects
• Assisting with planning and facilitation of youth services programming • Assisting with planning, set up and tear down of events • Assisting with communication and information sharing including emails, social media and phone calls • Attending and participating in team meetings • Providing general office support
Internship Learning Goals (new skills/knowledge the intern will acquire)
• Communication skills • Event planning • Time management

Internship Site Address and Primary Contact Information	Internship Hours Start/End Times
Tawnya Russell, Youth Services Manager Ph. 720-276-1166 Email: trussell@brightonco.gov Brighton City Hall, 3rd Floor 500 S. 4th Ave	Mondays 9:00 a.m. to 5:00 p.m. Interns are required to attend an onboarding training on Sept. 21 from 9 a.m. to 12 p.m. Sept. 28, IT Orientation- 9:00am to 10:30am
Physical requirements	Dress Code
	Business Casual
Occupational/Educational Requirements (skills, certifications needed)	Age/Grade Level of Intern