



Raymond Coalition for Youth Summer Internship Program

Raymond Coalition for Youth brings community resources and partners together to help youth reach their full potential. We work to empower youth and make our community a safer and healthier place. From community education, to our diverse community partners, programs and family fun events, the Raymond Coalition for Youth has something for everyone!

The Raymond Coalition for Youth, together as a community, will foster healthy youth development through programs, services and opportunities.

Internship Description

Our summer internship is a great opportunity for any student (whether interested in the nonprofit sector or not) to hone their skills. If you hope to make a career in the nonprofit sector, you will learn what you need to know to be a great candidate for nonprofit employment. If you are not yet sold on nonprofit work, this is a great opportunity to experience it while still building useful skills for the private sector.

Because interns are a vital part of the future of Raymond Coalition For Youth, we strive to provide a hands-on experience that gives a realistic preview of what it is like to work at a non-profit. Through our Internship Program, interns:

- Gain substantial professional experience and exposure to critical issues pertaining to the non-profit sector.
- Develop a comprehensive perspective on the RCFY mission at the local level.
- Receive networking, personal and professional development opportunities. Provide a positive, supportive learning environment in which the intern may participate in work that directly correlates to their area of interest.
- Provide a meaningful orientation for the intern to the organization's purpose, goals, programming and events and operating practices.
- Learn about tracking weekly time logs.
- Receiving feedback, critiques and suggestions to daily work in an effort to help the intern become more productive and/or efficient.

Internship Duties

- Design and implement the Summer Fun Series
- Assisting the staff with office tasks
- Attending monthly Coalition Meetings
- Aiding in the planning and coordination of programs and events
- Collaborate with staff and assist in new programs, campaigns, or initiatives
- Create material for presentations, visuals, social media, etc.
- Coordinating and implementing the Summer Series

Dates required:

Town Fair Weekend Open House - July 11, 9:00 am - 3:00 pm

Summer Fun Series - Tuesdays 5:00-8:00 p.m. as well as (Preplanning 4 hours per week - Lead Intern) Additional hours before June 23rd to plan themes, brainstorm ideas

___ June 23rd	___ July 28
___ June 30	___ August 4
___ July 7	___ August 11
___ July 14	
___ July 21	

National Night Out - Aug 4, Tuesday afternoon/ evening - Time 3:00-8:00 p.m. .

Candia 250 Celebration- June 27. Time: TBD

Internship Responsibilities

- Demonstrate the highest level of professionalism.
- Arrive on time for designated work, notifying the supervisor of any deviations from the established schedule.
- Dressing to the standards of the organization and the work being performed.
- Respect the organization's reporting structure and follow the policies and procedures of the organization.
- Communicate effectively with the supervisor, and other staff within the organization; accept and apply critiques and suggestions to daily work in an effort to become more productive and/or efficient.
- Complete and submit a Weekly Time Log.
- Communicate with the supervisor any issues that may affect your performance of assigned responsibilities or the overall success of the experience.

Summer internships are the perfect opportunity for you to explore potential careers, gain valuable job experience, fulfill college requirements, and learn about yourself. Consider your summer internship as an investment in yourself and your own future.

Ready to get started?

Fill out the attached application and return it to RCFY office by May 31, 2026. Applicants will then be contacted to schedule and begin the interview process.

Still have questions? Please call 603-895-0600 or email info@rcfy.org