

Youth Programs & Nonprofit Leadership Intern

Organization: Winchendon Community Action Committee (WCAC) / The HUB

Position: Youth Programs & Nonprofit Leadership Intern

Position Type: Paid, Part-Time Internship

Pay: \$18.00 per hour

Hours: Approximately 10–20 hours per month

Schedule: Flexible; includes some evenings and weekends

Location: The HUB, Winchendon, MA

About the Internship

The Winchendon Community Action Committee and The HUB are seeking a motivated college student or young adult interested in gaining hands-on experience in **youth development, nonprofit leadership, community programming, and workforce development**.

The Youth Programs & Nonprofit Leadership Intern will work alongside WCAC and The HUB staff while helping support young people participating in the **Community Works Youth Workforce Program**.

A major part of this role is serving as a **coach and supervisor for Youth Leaders**, helping them develop the skills, confidence, and professionalism they need to succeed in their first jobs and future employment.

This internship also provides an opportunity to learn more about the day-to-day operation of a community-based nonprofit, including youth programming, community events, program planning, customer service, food service, outreach, and other areas of The HUB's work.

What You'll Do

As a Youth Programs & Nonprofit Leadership Intern, you may:

- Supervise and support Youth Leaders participating in the Community Works Youth Workforce Program.
- Serve as a positive mentor, coach, and role model for teens.
- Help Youth Leaders learn and practice essential workplace skills.
- Provide encouragement, guidance, and constructive feedback.
- Help youth develop confidence and independence in the workplace.
- Model professional communication and appropriate workplace behavior.

- Help Youth Leaders understand expectations, responsibilities, and workplace routines.
- Work alongside youth during programs, events, and HUB activities.
- Assist staff with youth programs and community activities.
- Help plan and facilitate leadership development opportunities.
- Support youth-led projects and programs.
- Assist with program setup, cleanup, and daily operations.
- Help create a welcoming, safe, and positive environment for youth and community members.
- Learn about the operation and management of a community nonprofit organization.
- Assist with additional projects based on your interests, skills, and the needs of WCAC and The HUB.

Skills You'll Help Youth Develop

One of the most important parts of this internship is helping young people develop practical skills they can use in future employment.

You may coach Youth Leaders in areas such as:

- Professional communication
- Customer service
- Teamwork
- Reliability and punctuality
- Taking initiative
- Problem-solving
- Following instructions
- Giving and receiving feedback
- Working with children and community members
- Food preparation and food service
- Organization
- Time management
- Event support
- Leadership
- Workplace professionalism

The goal is not simply to supervise youth, but to **coach them as they learn how to become successful employees and community leaders.**

Learn How a Nonprofit Works

This internship is also an opportunity to gain experience beyond youth programming.

Depending on interests and program needs, interns may gain exposure to areas such as:

- Nonprofit operations
- Youth development
- Workforce development
- Community engagement
- Program planning
- Event coordination
- Volunteer coordination
- Customer service
- Food and hospitality programs
- Community outreach
- Marketing and communications
- Partnerships with local organizations
- Leadership and team development

Interns will have the opportunity to learn directly from staff while seeing how different programs and services work together to support the community.

Who We're Looking For

This could be a great opportunity for a college student studying areas such as:

- Education
- Social Work
- Human Services
- Psychology
- Sociology
- Business or Nonprofit Management
- Recreation
- Community Development
- Communications
- Hospitality
- Public Health
- Criminal Justice
- Youth Development

Students from other academic programs are also encouraged to apply.

The ideal candidate:

- Enjoys working with teenagers and younger youth.
- Is patient, encouraging, and approachable.
- Is comfortable providing direction and constructive feedback.
- Communicates clearly and professionally.
- Is dependable and responsible.

- Works well independently and as part of a team.
- Is willing to take initiative.
- Can serve as a positive role model.
- Is interested in learning about nonprofit and community-based organizations.
- Is comfortable working in an active and sometimes fast-paced community environment.
- Has some availability during evenings and weekends.

Previous nonprofit or youth-work experience is helpful but is **not required**.

Schedule

This is a flexible, part-time internship averaging approximately **10–20 hours per month**, depending on the intern's availability and program needs.

Hours may include:

- Weekday afternoons
- Evenings
- Weekends
- Community events
- Youth programs
- Staff or Youth Leader meetings
- Training sessions
- Special projects

Scheduling will be coordinated in advance based on program needs and the intern's availability.

Compensation

\$18.00 per hour

This is a paid internship.

What You'll Gain

This internship provides an opportunity to:

- Gain hands-on experience working in a nonprofit organization.
- Develop youth coaching and supervisory experience.
- Build leadership and communication skills.
- Gain experience working with youth workforce development programs.
- Learn how community programs are developed and operated.
- Gain experience that can strengthen your resume.

- Develop professional references and connections.
- Explore careers in youth development, education, nonprofit management, community programming, and human services.
- Make a meaningful difference in the lives of young people and the Winchendon community.

About The HUB and WCAC

The HUB is a community space operated by the **Winchendon Community Action Committee (WCAC)** that brings people together through youth programs, community activities, recreation, events, and other opportunities designed to strengthen the Winchendon community.

The Youth Programs & Nonprofit Leadership Intern will be based primarily at **The HUB** and will have the opportunity to work across different areas of WCAC's community programming.

Interested?

If you're a college student or young adult looking for meaningful, hands-on experience in youth development and nonprofit leadership, we'd love to hear from you.

Contact: Bonnie

Email: bonnie@winchendon-cac.org

Please reach out for more information about the internship and how to apply.