

Youth Leadership Conference Practicum – Hope College/Latin Americans United for Progress

2 positions: 1 Fall Semester and 1 Winter Semester -- approximately 10 hours per week / 15 weeks

Applications for consecutive appointments are encouraged; volunteers (when no credit is needed) are also encouraged

Interested applicants should send questions and/or resume and cover letter to

Ernesto Villarreal, Assistant Director of Multicultural Education Hope College

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Martha Miller Center

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About the Hispanic Youth Leadership Conference. Now in its 8th year and reaching nearly 800 students, The Hispanic Youth Leadership Conference is an annual Latin Americans United for Progress event that is hosted by Hope College and planned in collaboration with members of the LAUP board, other colleges and universities, and representatives from the community.

1) Fall Semester Position

Fall Responsibilities

- Work collaboratively with the conference planning committee and attend regularly scheduled meetings
- Assist with marketing and recruitment efforts
- Assist with the recruitment and training of student and community volunteers (including presenters)
- Assist in the development and achievement of appropriate student learning outcomes
- Responsible for the development of conference evaluation tool and student learning outcome assessment mechanism
- Other duties as assigned

Fall Learning Outcomes / Skill Development

The HYLC Intern will:

- Apply student development theory to the design of appropriate conference content and marketing for post-secondary bound high school students
- Apply student development/service learning/leadership theory to the development of a volunteer training program
- Develop measurable student learning outcomes
- Collaborate with college and community leaders
- Gain experience in event planning and logistics

2) Winter Semester Position

Winter Responsibilities

- Work collaboratively with the conference planning committee and attend regularly scheduled meetings
- Assist in the implementation of volunteer/presenter training
- Assist with event logistics
- Serve as key point person for day-of event
- Conduct follow-up interviews/evaluations with key stakeholders

- Analyze data/translate from students, presenters, volunteers and provide feedback and recommendations for upcoming years' events in a variety of formats for stakeholders
- Other duties as assigned

Winter Learning Outcomes / Skill Development

The HYLC Intern will:

- Utilize student development/service learning/leadership theory in the implementation of a volunteer training program
- Develop tools to assess student learning outcomes
- Develop tools to evaluate the conference experience for students, volunteers, and presenters
- Analyze data and prepare/present accurate reports with recommendations
- Collaborate with college and community leaders
- Gain experience in event planning and logistics
- Will have networking and career exploration opportunities

Supervision

- Direct supervisor: Ernesto Villarreal, Assistant Director of Multicultural Education Hope College
- Interns will also work closely with the Director of LAUP and conference chairs

Workstation

- Hope College Office of Multicultural Education
- Some time may be spent at Latin Americans United for Progress' office

Qualifications:

- At least one semester of graduate level coursework in College Student Affairs Leadership or Adult and Higher Education
- A strong understanding of student development theory with a focus on cultural identity and leadership
- Experience in event planning
- Demonstrated collaboration
- Commitment to diversity and inclusion
- Excellent communication skills with a variety of audiences