

5-1-2013

Event Coordinator for YCRC

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Recommended Citation

Helmer, Elizabeth, "Event Coordinator for YCRC" (2013). *2013 First Federal Internships*. Presentation. Submission 2.
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First Federal Internship Event Coordinator for YCRC



BY: ELIZABETH HELMER

About Me



- Junior at Linfield College
- Finance major, with a minor in management and history
- Executive member of Alpha Phi
- Works 40 hrs a week

Yamhelas Community Resource Center



- The YCRC is a non-profit organization that organizes community programs in Yamhill County.
- Most programs are focused on youth,
 - Little Cubs Pre-school
 - Kidspace After School Program
 - Summer school
- Yamhill Lavender Festival: main source of fundraising

My Role as the Event Coordinator



- Created an online calendar with every event related to the YCRC
 - ✦ Provided free ad space for nonprofits
 - ✦ \$10 for businesses
- Worked with local schools to provide information about the Youth Art Competition for the Lavender Festival

Observations



- YCRC needs help, but not sure how to utilize me as a resource
- As the first YCRC intern, there wasn't much structure for an internship program
- Because I was the first, I created some guidelines for them

How to Create an Effective Internship



- 1. Write a job description
- 2. Set beginning and end dates
- 3. Create an intern manual
- 4. Set your expectations
- 5. Set short-term and long-term goals
- 6. Give interns meaningful work
- 7. Reserve a cubical or work station
- 8. “On-board” your intern
- 9. Pay your interns
- 10. Assign one person to manage the intern

Special Thanks To...



- First Federal for funding the scholarship
- Joy Hurley, internship supervisor
- Jeff Peterson and Kristi Mackay