



Greater San Marcos Youth Council

1402 North IH-35, San Marcos, TX 78666

Management Intern

Spring Semester

3 months

Job Description: The intern will be available to help with administrative tasks associated with managing the Greater San Marcos Youth Council (GSMYC). GSMYC recently celebrated its 30th anniversary and provides free individual and family counseling for youth and families. GSMYC also operates the only children's shelter in San Marcos.

Tasks include:

Supporting efforts related to the Night of Hope annual fundraiser to be held in April.

Administrative support for both the Executive Director and the Program Director

Clerical tasks when necessary

Grant writing (depending on applicant skill set)

Other duties to be determined

Qualifications include a comfort level with fund raising activities. An example of this is calling to secure donations for the Night of Hope event. Additional qualifications include strong writing capability and relevant computer skills.

Compensation: Unpaid.

Application Instructions. Download the volunteer application which can be found on the GSMYC website. This must be filled out by hand and scanned and emailed to jsosnowski@gsmyc.org. Prior to beginning work, an applicant will be required to complete a background check and drug test.

Contact: John Sosnowski, Program Director, jsosnowski@gsmyc.org (512) 754-0500