VISIONS at Selis Manor

135 W. 23rd Street

New York, NY 10011

The Department of Workforce Development & Training at VISIONS/ Services for the Blind and Visually Impaired offers age-appropriate employment services to youth and young adults enrolled in high school and college. The primary programs offered under the auspices of Youth Employment are:

1. **Prevocational Training**: a residential program serving legally blind high school youth age 14-21 years old. The program is held during February school vacation, the overnight training is offered at VISIONS VCB in Rockland County, NY. Pre-vocational training is also offered as a day program at one of VISIONS Manhattan based facilities.
2. **After-School Work Experience**: designed primarily for high school youth, students typically work 2 – 3 afternoons per week in the fully-adapted Snack Bar at VISIONS at Selis Manor throughout the academic year, and sometimes into the summer. Students are paid a stipend and attend educational workshops on Friday afternoons.
3. **Summer Youth Work Experience Training Program**: paid work experience training offered to legally blind high school and college students. Participants are placed at worksites throughout New York City, where they work a 20-hour week, and attend a half-day educational workshop at VISIONS on Fridays.

**VISIONS at Selis Manor** is seeking interns who demonstrate a strong interest in working with youth who are blind and visually impaired during our **Summer Youth Work Experience Training Program**. The Youth Employment Programs Intern(s) will support the Youth Employment Coordinator by performing various administrative tasks, and will have the opportunity to contribute to program development, design, and implementation.

Essential Duties and Responsibilities:

* Conduct outreach to past and potential employers
* Gather and compile phone and email contact lists
* Make site visits to participant’s placements, and monitor participant progress
* Research and assist with planning program activities
* Co-facilitate Friday workshops and discussion groups with participants.
* Collect and verify participant timesheets
* Provide post-program follow-up

Qualifications:

1. Commitment to supporting the development of adolescents with disabilities to become independent and gainfully employed
2. Computer skills, especially in MS Word, Excel, and Internet Research techniques
3. Good communication and interpersonal skills
4. Willingness to learn and work as part of a team

College students studying education, vocational rehabilitation, social work, and related fields are encouraged to apply. This is an unpaid internship position, but academic credit may be arranged. Flexible hours (20 – 25 per week); must be willing to work on Fridays.

For more information, contact Gianina Venturo, Youth Employment Coordinator at 646.486.4444, extension 24 or via email: gventuro@visionsvcb.org.