

Step Up Roles at Your Organization that Ensure Intern Success

Success takes a team, and by advocating for Step Up interns at your organization you can have a tremendous impact on the lives of Minneapolis youth. Help empower Step Up interns by becoming a force multiplier and recruiting and reinforcing support for them at your organization.

Here are four distinct roles that are critical to making Step Up a success at your workplace. Depending on the size of your organization, one person may fill multiple roles.

Executive Champion

- An executive champion is a leadership position that has influence and decision-making power.
- Endorses Step Up at your organization.
- Marshalls resources and exercises their influence to create meaningful internship opportunities.
- Ensures that your organization achieves or exceeds the number of internships pledged.
- Helps recruit the supervisors and mentors needed to support Step Up internships.

Main Contact

- The main contact serves as the primary contact for communication and coordination with Step Up.
- Leads the effort to determine opportunities and capacity for interns across your organization and identify possible supervisors.
- Monitors progress toward aggregate internship commitment.
- Manages internal processes for interns from onboarding through internship completion, including scheduling interviews, establishing the onboarding process and coordinating special activities during the internship.

Supervisor

- The supervisor serves as the primary liaison between the organization and the intern.
- Interviews intern(s) and makes final hiring decisions.
- Creates intern job descriptions, work plans and work schedules and communicates these to the intern.
- Provides ongoing feedback and support throughout the internship.
- Identifies mentors with whom interns can discuss careers and professionalism (might be the supervisor).
- Contacts Step Up team (and Main Contact) with any issues or questions.
- Completes intern evaluations and program surveys.

Mentors

- Mentors are the other team members that support your Step Up interns.
- Work with Step Up interns on a day-to-day basis.
- Encourage, advocate for and empower Step Up interns.
- Talk with interns about career opportunities and help answer questions about their particular career pathways.

