

# Mostar MSYP

## Internship Summer 2022 Job Description



**Mostar Summer Youth Program**

Bajatova 2, Mostar, 88000 - BiH | [www.mostarsyp.org](http://www.mostarsyp.org) | [mostarsyp@gmail.com](mailto:mostarsyp@gmail.com)



## About the Mostar Summer Youth Program

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MSYP is a unique, free English-language educational summer program that provides youth aged 14-19 from Mostar, Bosnia and Herzegovina and the surrounding area with opportunities to improve their self-confidence and key skills. MSYP aspires to be a hub for youth leadership, volunteerism, and entrepreneurship. The program empowers participants in their educational, social and professional ambitions by connecting them with a uniquely diverse group of peers, as well as organizations and businesses working in and around Mostar. It includes taught courses that emphasize critical thinking, creativity and practical skills including spoken and written English, leadership, teamwork and creative and strategic thinking. Such skills development is highly relevant to Mostar's labour market and largely absent from Bosnia and Herzegovina's formal school curriculum. In previous years, MSYP has featured workshops and courses on a diverse range of subjects including: Art History, Media Studies, International Relations, EU Policy, Ethnographic Techniques, Study Skills, Social and Political Activism, Event Management, Business Development, Creative Writing, Multimedia Storytelling, Economics, Human Rights, Theatre, Philosophy, Sustainable Development and Social Project Design.

The program was founded in 2014 by Dilia Zwart, Freya Nowell and Sho Igawa, university students from the UK and the US. Initially, it was established with the help of a *Davis Projects for Peace* grant and local partners *Naša Djeca Fondacija* and the *United World College in Mostar (UWCiM)*. The first MSYP had over 40 participants and 15 volunteer staff members, offering 14 taught courses and 12 extra-curricular workshops, trips and events. The program received excellent feedback from the volunteers, participants and organizations who engaged with it, as well as from the local community more broadly, driving the management team to sustain and grow MSYP ever since. During the closing ceremony of MSYP 2019, the management team unveiled plans to launch UčiMo, a registered non-governmental organisation for youth-led initiatives in Bosnia-Herzegovina. UčiMo aims to equip youth with skills and academic knowledge that will empower them in their educational, social, and professional ambitions and engage them as active members of the global community. By working with educators from across BiH and around the world, we foster the exchange of ideas and knowledge across cultures. Our multidisciplinary programs are learner-oriented, drawing on the UčiMo Educational Model: Learn, Engage, Create, Explore, Connect. UčiMo's permanent leadership team, all of whom are volunteers, now consists of a Board of Directors and President.

Since its foundation, MSYP has engaged over 70 volunteers (including experienced teachers, university students and a range of professionals), delivered seven summer programs for over 280 participants and established several additional, year-round programs and activities. We have launched a partner summer program focused on science education ([mostarsyp.org/LAB](http://mostarsyp.org/LAB)), published an anthology of poetry and prose ([learnljubav.org](http://learnljubav.org)), started a youth blog ([mostaryouthplatform.wordpress.com](http://mostaryouthplatform.wordpress.com)) and organized several one-off workshops and taught courses, including coding courses, professional skills workshops, book and film clubs and courses on mental health and emotional intelligence. Our sources of funding have included grants from organizations such as the *United Nations Population Fund (UNFPA)*, *Schüler Helfen Leben*, *Konrad Adenauer Stiftung* and local sponsors including IT company *Northcape Software* and design and print firm *Fram Ziral*. Also of note are our private donors and generous in-kind donations from a number of partners, most notably *UWCiM*, *INTERA Technology Park* and *Naša Djeca Fondacija*.

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## Key Information

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**Job Title:** MSYP Intern

**Time Commitment:** 35 hours per week (on average)

**Duration:** Approx. 4-5 weeks inclusive of the period that MSYP runs: the end of June and beginning of July

**Location:** Mostar, Bosnia and Herzegovina

**Position Reports to:** During independent preparatory phases, the position reports to Freya Nowell, Acting President of UčiMo. During MSYP, position reports to the program managers.

**Main Responsibilities:** event planning and organization, dealing with e-mail correspondence, taking care of internal and external communications, preparing various program and teaching materials, overseeing and coordinating volunteers, taking notes during staff meetings, monitoring attendance (staff and participants), implementing and maintaining organizational procedures and administrative systems (including finances), compiling and preparing reports and presentations, supporting monitoring and evaluation (staff and participants), various and miscellaneous ad hoc requests and support tasks.

## Role Description

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As an Intern you will help prepare for and implement UčiMo's flagship summer program, MSYP. Before the program begins, you will be working independently under the supervision of the Acting President of UčiMo. During this time, you will be predominantly dealing with planning, resource preparation, international teaching staff assistance, participant registration efforts and relations with the program's external partners.

During MSYP, you will be an integral member of the MSYP staff team and will be under the supervision of the MSYP Program Manager/s. You will be supporting the program's management team to successfully deliver the program for participants (dates: 20 June-8 July) by helping with predetermined duties and day-to-day operations. Based on your personal skills and interests, you may also be interested in contributing to the courses, events and workshops being run and/or to particular operational areas of the program (e.g. finance or communications). At the end of the program delivery period, the focus of your work will shift to supporting the program's monitoring and evaluation processes.

In terms of intensity and time commitment, during the program your role will be more demanding and structured, as will also be the case for the rest of the other volunteers involved. In the periods before and after the implementation of the programs, you will have more flexibility in terms of workload and working hours.

Overall, the idea is to make this internship a rewarding and enriching experience. UčiMo always strives to create a positive and friendly working environment for our volunteers that reflects our values and mission. This opportunity is particularly valuable if you are interested in the fields of youth education, development or project management. Mostar is a city with rich histories and highly interesting sociocultural dynamics that this internship will give you a unique insight into. Within the context of today's Mostar, the work that MSYP does remains instrumental for supporting and empowering young people.

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This document summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the program manager, in consultation with the member of staff.

Please keep in mind that as an MSYP staff member you will need to adhere to our standard staff code of conduct.

**If you need any additional information or if you have any questions please get in touch with us at [mostarsyp@gmail.com](mailto:mostarsyp@gmail.com)**