



BOYS & GIRLS CLUBS
OF THE CEDAR VALLEY

TITLE: Program Intern

DEPARTMENT: Youth Development

REPORTS TO: Programs Department

TIME: Spring/Summer/Fall

POSITIONS AVAILABLE: 3-5

Boys & Girls Clubs of America (BGCA) offers tested, proven and nationally recognized programs in five Core Program Areas that closely align with the developmental needs of all young people. The Program Intern will work within 1 –2 of the core areas to implement High Yield Learning activities to achieve development outcomes for all youth served.

CORE PROGRAM AREAS

- The Arts
- Education
- Health & Wellness
- Leadership & Service
- Sports & Recreation

PRIMARY FUNCTIONS (Duties include but are not limited too.)

1. Youth Development
 - a. Assess program areas of high interest and need for current youth served.
 - b. Plan and implement High Yield Learning activities daily.
2. Promotes safety of members, quality programs, and positive appearance of the Club at all times.
3. Provides positive guidance, discipline and role modeling to members at all times.
4. Promotes and stimulates program participation.
5. Participates in staff meetings, special initiatives, and events as directed by the Unit Director.

RELATIONSHIPS:

1. Internal - Intern will work closely with Youth Development Staff and maintain positive relationships with all Boys & Girls Clubs Employees.
2. External - Intern will project a positive image of the club and be aware of how they are portraying the Club message in the community.

SKILLS/KNOWLEDGE REQUIRED:

1. Working on completion of two year or four-year degree.
2. Interest in Youth Development, Social Services, Education is preferred
3. Ability to manage multiple tasks and to develop solutions to problems with supervision.
4. Willingness to be trained in our protocols and structure and the ability to establish and maintain effective working relationships with Club Staff, Board Members, Community Groups, and other related agencies.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Must be physically able to travel, be able to lift at least 20 pounds, and be able to stand for long periods of time.