

# BOYS & GIRLS CLUBS OF CENTRAL MINNESOTA

## INTERNSHIP DESCRIPTION

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**Position Title:** Post Secondary Prep Education Intern

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**Basic Function:** The Post Secondary Prep Education Intern is responsible for assisting with the development and implementation of high yield learning activities for teen members at The Club. This position reports directly to the Post-Secondary Education & Career Development Coordinator.

### Internship Responsibilities:

- Assist in the design and implement an educational curriculum that focuses on 7<sup>th</sup> – 12<sup>th</sup> grade members.
- Help teen members set academic goals for themselves.
- Interact with both staff and youth.
- Promote and stimulate interest and participation in program activities by members.
- Know and use positive youth guidance techniques including, but not limited to, positive role modeling, conflict resolution and positive discipline.
- Maintain a safe environment for all participants.
- Responsible for other duties as assigned by direct supervisor.
- Work to achieve the mission of the organization.

### Qualifications:

- Preferred secondary education background.
- Understand, assist, and tutor members in educational disciplines (i.e. language arts, mathematics, social studies, science and specialties).
- Working knowledge of secondary and post-secondary education.
- Ability to work independently and as a team.
- Demonstrates ability to relate well with children in a Boys & Girls Club setting.
- Strong interpersonal and communication skills.
- Ability to work well with youth and families from diverse backgrounds.
- Ability to be flexible.

### Program Hours Available:

School Year hours are 2 PM to 9 PM Monday-Friday

Summer Hours are 12 PM to 6 PM Monday-Friday

\*Intern schedule will vary depending on site need and intern availability

\*\*\*A stipend in the amount of \$300 will be allotted to those interns able to complete 300 or more hours during the course of the semester.

Revised 12/28/11