

BOYS & GIRLS CLUBS OF CENTRAL MINNESOTA

INTERNSHIP DESCRIPTION

Position Title: Program Assistant Internship

Basic Function: The Program Assistant Intern is responsible for assisting with the development and implementation of quality programs in a variety of program areas (i.e. gym, art, social recreation, and education) in the KIDSTOP program. This position reports directly to the Program Manager or Assistant Program Manager.

Internship Responsibilities:

- Design and implement various activities in Project Learn, Gym, Social Recreation and The Arts for youth ages 5 to 11.
- Help members set academic and personal goals.
- Interact with youth, staff, parents and school employees in a professional manor.
- Promote and stimulate interest and participation in various 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 primary education or youth development educational background
- Understand, assist, and tutor members in educational disciplines (i.e. reading, writing and arithmetic)
- Working knowledge of primary 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: 2 PM to 6 PM Monday-Friday

Summer Hours: 7 AM 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.