

BOYS & GIRLS CLUBS OF CENTRAL MINNESOTA

INTERNSHIP DESCRIPTION

Position Title: Business Assistant Internship

Basic Function: The Business Assistant Intern is responsible for guest reception and first contact representation of the Boys & Girls Club. This position reports directly to the front desk personnel at the Boys & Girls Club Main Office.

Internship Responsibilities:

- Successfully manage a multi-phone line system.
- Handle customer service situations
- Maintain confidentiality and anonymity of information and clients
- Responsible for other duties as assigned by staff
- Work to achieve the mission of the organization

Qualifications:

- Knowledge of general office equipment (computers, phone, fax machine, copier)
- Ability to work independently and as a team.
- Ability to maintain organization in a fast paced environment
- Strong interpersonal and communication skills.
- Demonstrated ability to relate well with children, parents, management, and the general public.
- Ability to be flexible.

Program Hours:

11:00 AM – 2:00 PM Monday-Friday

*Intern schedule will vary depending on 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.