



Administrative Offices
Boys & Girls Clubs of the Big Bend
306 Laura Lee Avenue
Tallahassee, FL 32301
850-656-8100
850-656-6519 (fax)

Mailing Address
P.O. Box 6034
Tallahassee FL 32314

INTERNSHIP JOB DESCRIPTION

Please submit a resume with your application.

POSITION TITLE
Administrative Intern

DEPARTMENT/AGENCY	DEPARTMENT/AGENCY CONTACT
Boys & Girls Clubs of the Big Bend	Jenny Frack

DEPARTMENT/AGENCY ADDRESS	TELEPHONE AND FAX NUMBERS
306 Laura Lee Avenue, Tallahassee, 32301	Phone: (850) 656-8100 Fax: (850) 656-6519

DEPARTMENT/AGENCY CONTACT E-MAIL
jfrack@bgcbb.org

MAJOR OBJECTIVES
<i>Give a brief statement as to what the main purpose of your department/agency is and a general statement as to what the intern's role will be in helping to reach departmental/agency objectives and goals.</i>
The mission statement of Boys & Girls Clubs of the Big Bend is "To inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens."
As an intern at the administrative office, one will learn the business aspect of running a non-profit organization by assisting the various departments within.

MAJOR RESPONSIBILITIES
<i>As specifically as possible, give a listing or description of what the intern's responsibilities will include while in your department/agency.</i>

An Administrative Intern will help in a variety of departments within the office, including:

- Finance - fiscal assistance: Copying, faxing, organizing and filing documents
- Volunteer – assistance with orientations, fairs and database/system updates
- Human Resources – assistance with secretarial duties
- Subsidies – assistance with the ELC system
- Grants – assistance with folder organization, grant research and data entry
- Area liaison – assistance with Jefferson and Leon Counties’ grants

QUALIFICATIONS

Please specify the necessary qualifications that an intern should have before entering your department/agency (i.e. computer skills, customer service experience, etc.)

- Great communication, customer service and organization skills
- Ability to work with a diverse group of people
- Prompt and consistent with assignments and punctuality
- Ability to multi-task and prioritize assignments
- Experience in Microsoft applications including Word, Outlook, Excel and PowerPoint
- Ability to maintain confidential information

TIME AND PLACE

Please include the general hours and days of the week you would like for an intern to work with your department/agency and where the intern will be performing his/her duties.

9:00am – 5:00pm; M-F (flexible within this time frame)

Administrative Office (306 Laura Lee Avenue, Tallahassee, FL 32301)

COMMITMENT

Please specify the minimum number of months and minimum number of hours per week you need from the intern, based on your investment in training and supervision.

3-5months

10-20 hours/week

BENEFITS TO THE VOLUNTEER

Please list any benefits the volunteer could potentially receive from accepting this position (i.e. a new skill is learned, meeting new people, etc.) other than the standard benefits they all receive (free parking, etc.)

- Ability to meet new people and network with staff and community leaders
- Acquire new skills to enhance marketability
- Belong to a team dedicated to positive youth programming and services