



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 |
|--------------------------------|
| Education/Area Director 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, FL 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 Area Director Intern, one will learn the business aspect of running a non-profit organization by assisting the Leon/Jefferson County Director. |

| MAJOR RESPONSIBILITIES |
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| <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 Area Director Intern will be the liaison between the Area Director and Leon & Jefferson Counties, performing some of the following duties:

- Overseeing all of the Clubs' implementation of their grants within the 21st Century Program
- Visiting the Clubs in both counties
- Becoming well-educated in the verbiage and expectations within each grant
- Providing a frequent overview of the Clubs' daily operations

QUALIFICATIONS

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

- Reliable transportation a plus, but not absolutely necessary
- 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)

Various Clubs within Leon and Jefferson Counties

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