



**BOYS & GIRLS CLUBS  
OF GREATER MEMPHIS**

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<b>Title:</b>	Education Intern
<b>Department:</b>	Outcome Measurement
<b>Supervisor:</b>	Director of Grants & Outcome Measurement—Katie Sweeney
<b>Time Commitment:</b>	10-20 hours for at least one semester

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**Position Description:** In January of 2022, BGCM received a grant from the City of Memphis to open ten new Club sites across Shelby County Schools with a key focus on workforce development and post-secondary preparation. We were selected by Boys & Girls Clubs of America to pilot the 10-week Odyssey Life Readiness Program at our high school sites.

The Education Intern will be responsible for using the Odyssey Life Readiness Final Guide and BGCA program resources to:

1. Create lesson plans aligning with the 10 sessions, compile all supplemental materials digitally, and create shared PowerPoint templates to be used by Club leaders at each high school site
2. Lead training sessions for Club staff on lesson plan preparation, execution, and delivery as well as classroom management techniques
3. Create self-assessment evaluations for Club staff to fill out once they've delivered the first session
4. Possibility of conducting site visits to evaluate the program delivery at select Club sites and providing written and oral feedback on strengths and areas of improvement for Club staff

**Qualifications:**

- Graduate completing a master's in education, educational psychology & research, instruction & curriculum leadership, or a related field with one-two years of experience assisting in classrooms.
- Will accept high-performing undergraduates in their third or fourth year who have at least one-two years of experience instructing a classroom as a tutor, teaching assistant, or similar position that requires related skills.
- Must have exceptional verbal, interpersonal, and written communication skills.
- Must be familiar with Microsoft Word, Excel, and PowerPoint.
- Organizational skills to handle multiple projects, attention to detail, and the ability to prioritize in a changing environment.
- Proactive problem prevention and resolution.
- Ability to work independently as well as collaboratively as part of a team.
- Reliable transportation to the central office and BGCM Club sites.

**Application Instructions:**

Interested applicants should send a cover letter indicating why they are interested in completing their internship with BGCM, their past experience in work relevant to the internship, and how their schooling experience has prepared them for this type of internship. Also required in application submission are a resume and three professional references. For more information or to submit questions, please contact Katie Sweeney, Director of Grants and Outcome Measurement, at [katies@bgcm.org](mailto:katies@bgcm.org).

