



**BOYS & GIRLS CLUBS
OF GREATER MEMPHIS**

CHARACTER & LEADERSHIP PROGRAM INTERNSHIP

Work Schedule: Flexible Monday - Friday
Hours per Week: Dependent on Internship Requirements
Start Date: Summer, Fall

Position Description

Boys & Girls Clubs of Greater Memphis believes developing good character and demonstrating leadership skills are critical for young people to succeed in school and in life. Our Character & Leadership programs challenge kids to be community-minded, and empower them by demonstrating how they can affect change by working together. Staff members in the Clubs facilitate small-group leadership and service Clubs for members, ages 10-18, focusing on character development, academic success, career exploration & prep, health & fitness, and social recreation. In addition to leadership Clubs, Staff members also recognize youth on a monthly basis for excelling throughout the Club. Those youth are then eligible to apply and be recognized as Youth of the Year for their Clubs by writing several essays, collecting letters of recommendation, and school transcripts. Club teens are also trained to lead programs for other youth in the Clubs through the Youth Empowering Youth (YEW) peer leader positions. As a Character & Leadership Program Intern, you will work with staff to:

- Develop, implement, and direct program for youth ages 6-18 in a variety of programs which help build self esteem, character, leadership, communication and decision making skills.
- Help with different programs such as, Keystone and Torch (character and leadership Clubs), Youth of the Year, Youth Empowering Youth, and Youth for Unity.
- Assist Character & Leadership Program Coordinator with administrative tasks such as e-mail, returning phone calls, updating excel spreadsheets with various information, etc.

Qualifications

- Successful completion of a minimum of two years of human services, education, behavioral science, recreation or other related schooling preferred. Other majors will be considered as well.
- Experience (can be volunteer) working effectively with youth, particularly youth at risk
- Bi-lingual speakers a plus

Job Related Behaviors

The ideal Character & Leadership Program Assistant Intern candidate is:

- Creative
- Dependable
- Punctual
- Flexible
- Reliable
- An effective communicator
- Dedicated to the mission of the organization

Application Instructions

Interested applicants should send a cover letter indicating why they are interested in completing their internship with BGCM their past experience working with youth; particularly at-risk youth, and how their schooling and experiences have prepared them for this type of internship. Also required in an application submission are a resume and three professional references. For more information or to submit any questions, please email info@bgcm.org.

Disclaimer: The information presented indicates the general nature and level of work expected of the intern in the classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job.

