



**BOYS & GIRLS CLUBS
OF GREATER MEMPHIS**

EDUCATION PROGRAM INTERNSHIP

Work Schedule: Monday - Friday 3pm- 8pm during school year

Monday and Friday 9am-5pm during the summer

Hours per Week: Dependent on Internship Requirements

Start Date: Fall, Spring or Summer

Position Description

The Boys & Girls Clubs of Greater Memphis works to help youth become proficient in basic educational disciplines, apply learning to everyday situations, and promote future career success. Standards are set high, and peer support among members creates an atmosphere focused on excelling. Staff members in the Learning Center work to create high-yield learning activities for Club members including reading programs, homework guidance, service learning opportunities, tutoring and specialized games aimed at developing cognitive skills. As an Education Program Intern, you will work with Club staff to:

- Develop, implement, and direct program for youth ages 6-18 in a variety of educational programs which help build self esteem, leadership, communication and decision making skills.
- Help in different programs such as, Keystone and Torch (character and leadership), Project Learn and Accelerated Reader (education and career development), and Smart Moves (health and life skills).

Qualifications

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

Job Related Behaviors

The ideal Education Program Intern candidate is:

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

Application Instructions

Interested applicants should send 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 vsmith@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.

