



SUMMER INTERNSHIP OPPORTUNITY COLLEGE BOUND COORDINATOR

To apply for an exciting opportunity with endless rewards contact Gayle Crossley at gayle@bgcp.org for more information. Please include your resume and a cover letter.

The Boys & Girls Clubs of the Peninsula (BGCP) was founded in 1958 by a group of local community leaders to provide a safe and nurturing place after school and during the summer for the youth in the high poverty areas of our community. Today, the club is the largest and most comprehensive youth development organization on the San Francisco Peninsula with a total of three clubhouses and five school based sites located in the most challenged neighborhoods of East Palo Alto, Menlo Park and Redwood City. Every day talented youth development professionals and volunteers deliver a broad range of programming to guide and inspire the youth of our community to develop the attitudes and life skills they need to achieve their potential.

Benefits:

You can intern at a community service organization to gain practical experience for job training, college preparation or you can intern because you find helping people rewarding exciting and self-fulfilling. While many colleges and employers look for applicants who have expertise in a certain area, they are also seeking individuals who are community minded and are concerned about the world in which they live. Interns are also eligible for national service awards!

Internships available:

Summer Interns will work in our Summer Program at our Clubs in East Palo Alto, Menlo Park and Redwood City, CA. Training and mentoring will be provided.

Schedule:

Internships are offered for school credit throughout the academic year and summer. You must have approval from your school to participate in our internship program. The summer program is from June 22 through July 31 Monday – Friday.

Skills required:

- Are at least 18 years old
- Have a desire to serve children of all socioeconomic levels and physical/mental capabilities
- Experience working with youth
- Conversational Spanish encouraged, but not required
- Be adaptable and flexible to a changing workplace
- A positive attitude and mature personality conducive to working effectively as a team player with diverse Youth, Staff, Volunteers, Parents/Guardians
- Basic Computer skills

- Complete and submit an online volunteer application form
- Schedule an interview
- Attend an orientation
- Have picture taken for a BGCP identification card
- Pass a background check. The check is completed using the volunteer's driver's license/picture ID and social security card

The *College Bound* program prepares students 8th grade and above with the resources, support, tools and navigational skills they need to be successful in high school and pursue and complete higher education. It is an individual case management model. *College Bound* addresses the need for quality academic support and college support in a community where few parents went to college and whose youth are not receiving the services they need from the public educational system to achieve their goals to be successful in high school and continue the trend in a college setting.

COLLEGE BOUND COORDINATOR INTERN JOB DUTIES:

- Meet one-on-one with at least 5 students a week
- Update teen department bulletin, includes making/printing flyers for upcoming events/field trips
- Complete research on scholarship opportunities, summer programs and job and college fairs.
- Assist in organizing guest speakers for life skills workshops
- For field trips: create/print permission slips and collect the slips for due date · Make sure teens meet with tutors daily
- Organize/update posters in teen room, e. g., volunteer posters, field trip posters, weekly schedule poster, teen monthly calendar
- Track teens who are staying after 6 who have worked with a tutor on homework for 20 min get dinner snack
- Help with homework on a daily basis
- Help with maintaining a study-friendly atmosphere in the Teen Room.

SKILLS REQUIRED:

1. **Knowledge** of high school level subjects: Algebra 1&2, Geometry, Biology, Chemistry, Earth/Space Science, World History, US History, Government, Econ, etc.
2. **Capable** of handling a group of 10+ teens, ability to help them focus on homework and studying, ability to discipline according to BGCP standards, ability to **relate** and be **approachable**
3. A background working with teens/pre-teens would be helpful for this position; at least 3 months experience preferable.

This internship is for 25 hours per week. Hours TBD.

Number of Open Positions: 2 (Redwood City, Menlo Park)