



BOYS & GIRLS CLUBS
OF THE PENINSULA

SPRING/SUMMER INTERNSHIP OPPORTUNITY **Curriculum 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 thrive.

Benefits:

You can intern at a community service organization to gain practical experience for job training and 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 concerned about the world in which they live. Interns are also eligible for national service awards!

Internships available:

Spring and Summer Interns will work in our Spring or Summer Program at school sites 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. Spring Interns can begin at any time. The summer program is from June 21 through July 30 Monday – Friday. FYI, CNG summer programs ~~will start~~ will start on June 28th.

Requirements:

- Are at least 18 years old
- Have a desire to serve children of all socioeconomic levels and physical/mental capabilities
- Experience working with youth and leading activities with youth
- Experience with lesson planning and development
- 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
- Ability to organize data and information digitally

Application Process:

- Complete and submit an online volunteer application form
- Schedule and complete 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 or picture ID and social security card

Internship Description:

The Center for a New Generation (CNG) is an after-school academic enrichment program held on school campuses. It serves students in kindergarten through eighth grade in the low-income neighborhoods of East Palo Alto, eastern Menlo Park, and Redwood City, CA, where approximately 80% of the students score below proficient on standardized reading and math exams and 60 to 70% do not graduate from high school. The program's purpose is to help students prepare to thrive in high school and beyond. The program is designed to give students academic enrichment activities to improve their school outcomes and their interest in learning.

CNG is run by the Boys & Girls Clubs of the Peninsula (BGCP) in close collaboration with the host schools, Ravenswood City School District, Redwood City Elementary School District, Stanford New Schools, City of Menlo Park, City of Redwood City, University of Santa Cruz New Teacher Center, and other community based organizations.

The Curriculum Coordinator will work collaboratively with the BGCP School Site Unit Director and staff to organize, consolidate and develop several different curriculums including:

-Middle School Prep Program (Program for 4th and 5th grade students to develop skills in test taking, public speaking, conflict management, as well as career education. An outline and lessons for this curriculum have been developed. The curriculum coordinator will consolidate and finalize the plan. This includes creating a digital and easily referenced version of the curriculum.)

-Conflict Resolution Program for grades K-5th grade- research of existing curriculums for conflict management and adaptation to an after school setting

The individual in this position should be interested in education as a possible career. The internship will provide an opportunity to experience first-hand working with curriculum development and adaptation within an educational setting.

This internship is for 10 – 15 hours per week, suggested hours are from 9 AM to 2 PM.

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