



BOYS & GIRLS CLUBS
OF THE PENINSULA

SUMMER INTERNSHIP OPPORTUNITY SCHOOL SITE PROGRAM ASSISTANT

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 six school-based programs 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:

Summer Interns will work in our Summer Program at our Clubs and 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. The K-8 school-site summer programs run Monday – Friday from June 20 through July 22 (East Palo Alto and eastern Menlo Park) and Monday – Friday from July 5 through July 29 (Redwood City).

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
- 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

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 30% to 70% 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. 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 School District, City of Menlo Park, City of Redwood City, and other community based organizations.

The School Site Program Assistant will work collaboratively with the BGCP School Site Unit Director and staff to implement a summer academic and enrichment program for elementary and middle school students. The program is designed to give students academic enrichment activities to improve their school outcomes and their interest in learning.

In addition to administrative tasks, the Program Assistant will be responsible for helping supervise a class of 20 or fewer students. The Program Assistant will also design and run engaging, hands-on enrichment activities. The summer program relies on skilled, energetic mentors who serve as positive role models. BGCP staff members and interns are individuals committed to youth development, dedicated to quality service, and capable of building positive relationships with youth.

The Program Assistant will

- Assist the School Site Unit Director in developing a positive culture within the team.
- Be innovative and open to learning and experimentation.
- Assist with helping to tailor the program to support the students' efforts and coordinate academic efforts regarding individual members.
- Assist in contacting parents with concerns about individual students' attendance, schoolwork habits, and academic and social abilities and needs.

The individual in this position should be interested in education as a possible career. The internship will provide an opportunity to experience first-hand work with youth in an educational setting.

Some examples of programs and activities the Program Assistant will participate in are:

- Literacy enrichment activities - working collaboratively with summer teachers to plan and lead literacy activities while maintaining a fun, yet productive environment.
- Math and science enrichment activities - working collaboratively with summer teachers to plan math and science enrichment activities using various curricula.
- Elective classes – designing, conducting, or supporting high-interest, engaging electives with groups of up to 20 students. Examples include: volleyball, watercolor painting, cooking. Build upon personal interests and talents and those of the students.
- Jr. College Bound – designing, conducting, or supporting high-interest, engaging Jr. College Bound classes to build students' awareness of college and careers, study skills, and interpersonal skills in preparation for achieving at a high level.

This internship is for 20 -25 hours per week, including summer program hours: 9 AM to 3 PM in East Palo Alto and eastern Menlo Park; 8:30 AM to 12 PM in Redwood City.

Number of Open Positions: 3 (Redwood City, Menlo Park, East Palo Alto)