



**BOYS & GIRLS CLUBS**  
OF THE PENINSULA

## **YEAR-ROUND INTERNSHIP OPPORTUNITY**

### **Curriculum Coordinator**

To apply for an exciting opportunity with endless rewards contact Gayle Crossley at [gayle@bgcp.org](mailto: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:

School-Year and Summer Interns will support our school-year and/or summer programs at our 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 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 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.

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The Curriculum Coordinator will work collaboratively with the BGCP Director of School-Site Programs or a School-Site Unit Director to organize and develop one of several curricula, such as:

-Jr. College Bound initiative (which works with students in all elementary and middle school grades to build awareness of and desire for college and careers as well as strong school, study, and interpersonal skills. Some lessons for this curriculum have been developed; the curriculum coordinator will create additional lesson plans and acquire new resources to support BGCP in implementing Jr. College Bound across all grades and throughout the year.)

-Conflict resolution program for grades K-5<sup>th</sup> grade (research existing curricula for teaching students conflict management and propose adaptation to an after-school setting).

-After-school science program for middle grades (research existing curricula for teaching hands-on, engaging science to build content familiarity, experimentation and analytical skills, and science study skills in after-school programming for middle school students).

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 curriculum development and adaptation within an educational setting.

This internship is for 25 hours per week. Suggested hours are from 9 AM to 2 PM.

Number of Open Positions: 2 (Menlo Park)