



BOYS & GIRLS CLUBS
OF THE PENINSULA

SUMMER INTERNSHIP OPPORTUNITY REGISTRATION 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 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:

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 summer program is from June 21 through July 30 Monday – Friday. [Note: Summer school programs may not start until the first week of July – this is not yet finalized.]

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 Registration Assistant works as part of the “Earlybird Program” team checking in all the children who arrive between 7:45 AM – 12:45 PM at the Clubs. They also are responsible to assist in the Social Education Room. Social Education uses social programs to help BGCP members relate to and interact with others in positive ways, to create a sense of community among members, and to establish a safe, welcoming, and nurturing environment at the Club. Responsibilities include:

- Interfacing with youth ages 6 – 18
- Assisting with supervision of up to 100 youths with drop in activities (board & table games; pool tournaments, etc.)
- Assisting with administrative tasks including answering phones; greeting members (and parents)
- Entering member information in data base
- Process membership and “early bird” registration
- Interacting with parents and volunteers
- Accurately tracking of daily attendance
- Helping to maintain game and sports equipment
- Assisting with lunch distribution

This position requires a very dependable and punctual individual with multi tasking abilities. Spanish speaking ability preferred. This internship is for 25 hours per week 7:45 AM – 12:45 PM, Monday through Friday .

Number of Open Positions: 6

2 in Redwood City, 2 in Menlo Park and 2 in East Palo Alto