



## ***Teen Center Intern***

**UNIT/LOCATION: Crestmont**

**WORKING HOURS: 20-30 hours per week**

**PAY RATE: Stipend**

**DATES: September 1, 2019 (or earlier)**

### **JOB DESCRIPTION:**

The Teen Center Intern will work with the organization's Good Character & Active Citizenship Director. The Teen Center Intern will assist with daily, weekly, and monthly duties. This internship will provide daily interaction with teens of diverse racial, cultural, and socioeconomic backgrounds. This internship will also provide an opportunity to lead activities and programs involving decision making, leadership, and community engagement.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assist the Good Character & Active Citizenship Director on working projects
2. Implement activities and programs
3. Record attendance and program data
4. Assist in supervision of a program area
5. Assist in cleanup of program areas
6. Cultivate and develop positive relationships with members, staff, volunteers, schools, parents, and the community
7. Assume other duties as assigned

### **QUALIFICATIONS:**

1. Interest in promoting community engagement
2. Knowledge and interest in the development of teens

### **WORK REQUIREMENTS:**

1. Demonstrates a high degree of initiative, self-direction, and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationships with staff, volunteers, and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

Send Resume to  
Neil Smith- Senior Unit Director  
Boys & Girls Clubs of Bloomington- Lincoln St  
311 S Lincoln St  
nsmith@bgcbloomington.org