



Fall 2019 Internship & Job Openings
8045 W State Rd 46, Ellettsville, IN 47429

Apply to all positions by sending cover letter & resume to: Tabitha Cassani, tcassani@bgcbloomington.org.
For more information, please visit our website at bgcbloomington.org/work

INTERNSHIP POSITIONS

Break Camp Intern

Compensation: \$500 stipend

Dates: Position from August 2019 - May 2020, 12-15/week

Responsible for a variety of general office tasks related to the Boys & Girls Club Break Camp program. The Break Camp intern will assist in creating and maintaining weekly camper files, manage late payments, and collect data regarding camp trends. Maintains daily direct contact with the Camp Director and responds to the day to day needs of a mobile and diverse camp program. Must be available for Fall Break (mid October), Winter Break (early January) and Spring Break (mid-March).

Unit Director Intern

Compensation: \$500 stipend

Dates: Position from August 2019 - May 2020, 12-15/week

Develop and implement special events, assist with staff training and development, provide direct service to youth through leadership of programs and activities, facilitate the operation of our daily program, develop and implement program monitoring tools and reports.

VOLUNTEER POSITIONS

Power Hour Homework Helper (M-F, 3:30-4:30 p.m.)

These volunteers will assist our Coordinator to supervise the Homework Center, ensuring a quiet, productive space for youth to complete homework. The volunteers will be the first line of defense for members to get homework assistance. Minimum of two days required.

One-on-One Tutoring (Tuesdays & Thursdays, 3:45-4:30)

These volunteers will be paired with an individual twice a week to work through homework and practice the member's weak areas in school. Information will be provided about the student and what they will be going over in class. We ask for a minimum of two semester commitment for the pairing. We ask that volunteers work Tuesdays and Thursdays from 3:45 - 4:30 p.m., though other days/times are available.

Triple Play Gym Volunteers (M-F, 4:30-5:30 p.m.)

Help out in our gym and promote team-building, social skills, and overall FUN! Engage with youth ages 6 – 11 in small group activities such as basketball, dodgeball, kickball and more! Volunteers serve a minimum of two shifts per week.

Bus Driver (M-F, 3-4 p.m.)

Every day the Boys & Girls Club of Ellettsville drives a shuttle for the Seven Oaks Classical School to the Edgewood Intermediate School. A volunteer bus driver would drive between the school twice, picking up 14 members at a time and safely transporting them to the Boys & Girls Club. Volunteers must have a clean driving record, public passenger experience preferred. Three days a week minimum.

Snack Supervisors, 1-2 volunteers each day (M-F, 3-4 p.m.)

We need volunteers to help pass out snacks and ensure members are caring, productive, responsible, respectful and sage during snack and assist with clean up.