



**Ellettsville Club - Winter & Summer 2020 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.

**SPRING PART TIME POSITIONS** -----

**Youth Program Coordinator - Engineering**

Compensation: Starting at \$10/hr

Dates: School-Year Position, up to 20 hrs/week

The Engineering Program Coordinator will be the lead staff with oversight of engineering programs for kindergarten through sixth grade. The coordinator will focus on providing fun, educational, and safe engineering programming for Club youth. The coordinator will also have the opportunity to run programming focused on different specialty/hobby topics. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth.

**Youth Program Coordinator - Math**

Compensation: Starting at \$10/hr

Dates: School-Year Position, up to 20 hrs/week

The Math Program Coordinator will be the lead staff with oversight of math programs for kindergarten through sixth grade. The coordinator will focus on providing fun, educational, and safe math programming for Club youth. The coordinator will also have the opportunity to run programming focused on different specialty/hobby topics. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth.

**Youth Program Coordinator - Art**

Compensation: Starting at \$10/hr

Dates: School-Year Position, up to 20 hrs/week

The Art Program Coordinator will be the lead staff with oversight of art programs for kindergarten through sixth grade. The coordinator will focus on providing fun, educational, and safe art programming for Club youth. The coordinator will also have the opportunity to run programming focused on different specialty/hobby topics. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth.

**Program Assistant - Grade Lead**

Compensation: Starting at \$9/hr

Dates: School-Year Position, up to 20 hrs/week

The Grade Lead Assistant will be the lead staff with oversight of behavior management and community building for 4th grade. The assistant will focus on community building and classroom management through positive youth development practices. The grade lead will also have the opportunity to run specialty programming. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth.

**SPRING INTERNSHIP POSITIONS** -----

**Break Camp Intern**

Compensation: \$500 stipend/semester

Dates: Position from January - 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).

**Program Director Intern**

Compensation: \$500 stipend/semester

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

Develop and implement Club programs, provide direct service to youth through leadership of programs and activities, develop and implement program monitoring tools and reports.

### **Member Inclusion Intern**

Compensation: \$500 stipend/semester

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

The member inclusion intern will work with individual members on specific behavioral or social needs. The intern will monitor behavior, assist in developing individualized approaches and plans for each assigned youth. The intern will also assist in organizing staff trainings on the topics of serving our diverse membership effectively.

### **Social Media Intern**

Compensation: \$500 stipend/semester

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

The social media and marketing intern will assist in the management of the Club's social media accounts, as well as general parent communication. This will involve creating newsletters, taking program photos and interviewing members and staff to create posts, articles and blurbs.

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### **SUMMER PART-TIME & FULL-TIME POSITIONS -----**

#### **Summer Camp Counselor - Coordinators & Assistants**

Compensation: Starting at \$9/hr

Dates: May - August, up to 40 hrs/week

The Ellettsville Club Camp Counselor will plan, implement and/or support programming for academic success in the two key areas (math and literacy) and special programming in line with the BGC core program pillars: Academic Success, Healthy Lifestyle, Character & Leadership and Access to the Arts, as well as 21<sup>st</sup> CCLC and Indiana Kids requirements. Other duties include supervision and necessary behavior management. The Camp Counselor regularly meets with and reports to the Program Director.

For more information, please visit our website at [bgcbloomington.org/work](http://bgcbloomington.org/work)