



BOYS & GIRLS CLUBS
Of Gloucester County, Inc.

Position Description

TITLE: Youth Development Professional Intern
DEPARTMENT: Programs
REPORTS TO: Center Supervisor
WORK HOURS: Part-time – maximum of 20 hours per week; flexible schedule.
START DATE: Between 5/1/2024 and 6/3/2024 (10 weeks total)
END DATE: August 16, 2024
FLSA STATUS: Non-exempt

PRIMARY FUNCTION

Assist with implementing activities provided within a specific program area that supports our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. Serve as a role model in community!

KEY ROLES (Essential Job Responsibilities)

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes
 - a. Promote and stimulate program application
 - b. Register new members and participate in the club orientation process
 - c. Provide guidance and role modeling to members

Program Development and Implementation

2. Effectively implement programs, services and activities for members and youth visitors.
3. Monitor programs, services and activities to ensure safety of members, quality in programs and appearance of the center at all times.

Health and Safety

4. Ensure a healthy and safe environment.
5. Assistance in monitoring access to the facility;

Clerical / Data Entry

6. Answer front desk phone with polite greeting and answer general questions;
7. Assist with Identifying, greeting, and logging members entering the facility;
8. Enforce visitor and volunteer entry policies entering the facility.

Additional Required Duties:

9. Participation in OSHE provided educational webinars as part of intern program;
10. Attendance at some evening and weekend events (will know which event[s] in advance).

PROFESSIONAL RELATIONSHIPS

Internal: Maintains close, daily contact with Center staff (professional and volunteer), Club members and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

REQUIRED SKILLS/KNOWLEDGE & DOCUMENTS

- Currently enrolled in a New Jersey college/university with over 30 credit's earned.
- Currently pre-scheduled for following semester with minimum of 12 credits to earn;
- Current GPA of 2.8 or higher
- Knowledge of youth development programs preferred
- Ability to motivate the youth
- Communicate effectively with the general public
- Ability to assist with implementing quality programs for youth
- Ability to assist with tracking, analyzing, and reporting program outcomes
- Ability to organize members in a safe environment
- Reliable transportation
- High School Diploma

PHYSICAL REQUIREMENTS

Physical activities while engaged with youth in outdoor games. Additionally, while performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to type or write; reach with hands and arms; talk or hear; taste or smell. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Occasionally required to lift, transport items that may weigh 25 lbs. or less.

WORK ENVIRONMENT

The Boys & Girls Clubs of Gloucester County is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, orientation, national origin, disability, protected veteran status, or other characteristic protected by law.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

The Boys & Girls Clubs of Gloucester County is a non-profit organization whose mission is to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We envision a safe, fulfilling, and fun premier youth development organization that promotes hope and opportunity for all that are involved.

EMPLOYMENT APPLICATION

Equal Opportunity Employer

(Please complete all sections to the best of your knowledge & ability)

GENERAL INFORMATION					
NAME	(Last)	(First)	(Middle Initial)	TELEPHONE (Area Code)	
CELL PHONE NUMBER			EMAIL ADDRESS		
OTHER NAMES USED					
MAILING / LEGAL ADDRESS					
ARE YOU AUTHORIZED TO WORK IN THE UNITED STATES?			ARE YOU AT LEAST 18 YEARS OF AGE?		IF NOT, DO YOU HAVE A WORK PERMIT?
YES			YES		YES
NO			NO		NO
HOW WERE YOU REFERRED TO BOYS & GIRLS CLUBS OF GLOUCESTER COUNTY (BGCGC)?					
PREVIOUS EMPLOYMENT WITH BGCGC (If any, give dates, position, location)					
RELATIVES EMPLOYED BY BGCGC (If any, give dates, positions)					
HAVE YOU BEEN CONVICTED OF, PLEAD GUILTY TO, AND/OR PLED <i>NOLO CONTENDRE</i> TO A CRIME (FELONY OR MISDEMEANOR, INCLUDING BUT NOT LIMITED TO SEXUAL OFFENDER CRIMES, THEFT, BANKING FRAUD, DRUG AND/OR ALCOHOL-RELATED OFFENSES, ASSAULT, ETC.)? If yes, please explain (state, date, court, type of crime, place of occurrence, disposition):					
YES _____					
NO					
<i>Note: Conviction of a crime will not necessarily disqualify you for employment. Each conviction will be judged on its own merit with respect to time and job relatedness.</i>					
POSITION APPLIED FOR					
TITLE OR CATEGORY				SALARY EXPECTATION	
DATE AVAILABLE TO BEGIN				WILLINGNESS TO TRAVEL? (Approximate percentage if position indicates)	
EDUCATION					
SCHOOL	NAME AND LOCATION	ACADEMIC DISCIPLINE	GRADUATE		DEGREE
			YES	NO	
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					

We require FINGERPRINTING and an additional BACKGROUND CHECK upon offer of employment.



OTHER SCHOOLS (Graduate, technical, business, military, etc.)					
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WORK EXPERIENCE

Start with current or last employer first. Do not detail duties and responsibilities if described in attached resume.

COMPANY NAME		YOUR TITLE			
COMPANY ADDRESS (Street & No.)		(City)	(State)	(Zip)	
START DATE		END DATE			
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER?		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES					
REASON FOR LEAVING					

COMPANY NAME		YOUR TITLE			
COMPANY ADDRESS (Street & No.)		(City)	(State)	(Zip)	
START DATE		END DATE			
SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER?		
			<input type="checkbox"/> YES <input type="checkbox"/> NO		
BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES					
REASON FOR LEAVING					

COMPANY NAME		YOUR TITLE			
COMPANY ADDRESS (Street & No.)		(City)	(State)	(Zip)	
START DATE		END DATE			

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SUPERVISOR'S NAME	SUPERVISOR'S TITLE	TELEPHONE	MAY WE CONTACT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO
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BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES

REASON FOR LEAVING

ALL APPLICANTS

Can you perform this job (as detailed verbally or in the job description) with or without reasonable accommodation? If No, explain why:

PLEASE LIST ALL SOFTWARE APPLICATION SKILLS:

OFFICE MACHINES YOU CAN OPERATE:

REFERENCES

*Please provide information for **three (3) individuals** who can provide first-hand knowledge of your skills and abilities as well as your suitability to work with children.
List full name, phone number, and how long you have known your reference:*

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