



**BOYS & GIRLS CLUB**  
OF CORVALLIS

## **Middle School Teen Center Internship**

**Position:** Middle School Teen Center Internship

**Hours:** 30 hours a week (or more depending on schedule and requirements)

**Supervisor:** Branden Todd, Middle School Program Director

### **Organization Mission**

The Mission of the Boys and Girls Club of Corvallis is to attract, continually engage, and inspire youth in elementary, middle and high school, to realize their full potential by mentoring, modeling good character, and delivering relevant structured enrichment programs, in a safe, positive environment.

### **Position Summary:**

The Teen Center intern reports directly to the Middle School Director. Interns are responsible for developing activities around academic success, healthy life styles, character and citizenship. They will also be responsible for researching community resources for outcome driven activities and facilitating these activities with members. Additionally, this individual will supervise club members in defined activity spaces, keep general areas clean and organized and implement positive youth development strategies and practices. This team member will work to support the Middle School Director with achieving the MS Teen Center's goals and outcomes.

### **Responsibilities**

- Prepare Youth for Success
  - Promote and stimulate activity participation.
  - Provide guidance and role modeling to members.
  - Maintain a clean, safe and positive environment for youth development.
- Program Development and Implementation
  - Develop and implement exciting age appropriate activities geared towards healthy lifestyles
  - Research and manage member interests' in non-academic activities: book clubs, movie clubs, chess club... etc.
  - Provide planning and execution of various special events such as: volunteering in the community, sporting activities and in-club activities.
  - Monitor and assess activities and services to ensure safety of members and quality of activity. This includes tracking member attendance, preparation of weekly reports, and weekly meetings with Teen Center Manager.

- Supervision
  - Enforce behavioral club standards and implement disciplinary action in a positive and affirming manner.
  - Communicate disciplinary issues with other staff and parents to ensure a holistic youth development approach.

## **Supplemental Questions**

Please answer these questions in a separate document with a brief paragraph for each.

1. Why do you want to work at the Boys & Girls Club?
2. What are your reasons for applying for this internship (include your area of study, program and hour requirement if this internship is for credit)?
3. What are some of your strengths, talents or skills that would make you a good intern?
4. What previous experiences have you had that have prepared you for this internship?
5. Describe a time that you successfully worked as part of a team.
6. Tell me about something that you have done that gave you a great sense of satisfaction.

**To apply email a resume with three references along with a document answering the supplemental questions to:**

**Amanda Garcia**  
**Volunteer and Community Engagement Coordinator**  
**agarcia@bgccorvallis.org**