



BOYS & GIRLS CLUB
OF Corvallis

Position: Safety Town Assistant Internship
Program: Safety Town
Supervisor: Gavin Lorens, Safety Town Program Manager

Organization Vision

The Vision of the Boys & Girls Club of Corvallis is that all of our members graduate from high school, are work and college ready with skills that enable them to be self-sufficient, have a clear plan for their future, live a healthy lifestyle, and are responsible, caring citizens.

Position Summary

Safety Town is a summer safety education program for children entering Kindergarten in the fall of 2019. Safety Town covers subjects including pedestrian safety, dog safety, water safety, poison safety, fire safety and more! Children learn safety topics through interactive activities, songs, movies, guest speakers, and field trips. The Safety Town Assistant intern works closely with the Manager in all aspects of coordination and implementation of the program as well as works directly with Safety Town teachers, teen volunteers, pre-Kindergarten students and parents. This position has often been divided amongst multiple interns over Spring and Summer terms.

Duties & Responsibilities

- Attend regular program meetings starting as early as May.
- Assist Manager with scheduling field trips, ordering supplies, and securing sponsors.
- Work with teachers on curriculum review and preparation.
- Coordinate and oversee Safety Town set up/ tear down.
- Assist with recruitment of teen volunteers, including application review and interviews.
- Divide pre-Kindergarten youth into groups and prepare group materials.
- Train teen volunteers on curriculum and on how to work with youth.
- Oversee daily Safety Town operations and supervise teen volunteers.

Qualifications

- Strong computer skills with knowledge of Microsoft Word and Excel.
- Ability to multi-task in a fast-paced environment.
- Ability to work as part of a team.
- Attendance and reliability critical.
- Ability to use a variety of general office equipment, including a multi-line phone, computer, fax and copier.
- Must be able to devote 15 -25 hours a week during June-July.

Requirements

- Must pass a criminal background check.
- Must attend Volunteer Orientation.



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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 please email a resume with three references and a document answering the supplemental questions to:

Amanda Garcia
Volunteer and Community Engagement Coordinator
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