

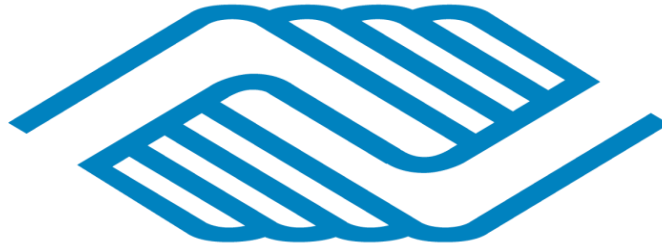
# BOYS & GIRLS CLUB OF LEFLORE COUNTY

## TYSON SUMMER COMMUNITY INTERNSHIP PROGRAM JOB DESCRIPTION

<b>Position Title</b>	<b>Youth Development Professional</b>
<b>Organization</b>	Boys & Girls Club Leflore County
<b>Department</b>	Education or Media
<b>Address</b>	305 Clayton Ave. Poteau, OK 74953
<b>Supervisor Name</b>	Justin Benson
<b>Supervisor Contact</b>	918-647-7136 or ceobgclc@gmail.com

### TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
- Background check required for all positions.*
- B. ELIGIBILITY**
- Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2022.
  - Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way.
  - Hours will vary according to need but will be during Monday through Friday 7:30am - 5:30pm.*
- C. WORK SCHEDULE & CONDITIONS**
- This is a full time (35 hours per week) position.
  - This position is not eligible for sick, vacation, and holiday leave during employment.
  - Hours will vary according to need but will be during Monday through Friday 7:30am - 5:30pm.*
- D. SALARY & BENEFITS**
- SALARY. The individual shall receive a \$4,200 salary distributed during normal pay cycles for the duration of employment.
  - PROFESSIONAL DEVELOPMENT. The United Way of Fort Smith Area will provide interns an in-person orientation and two professional development opportunities. *Include any additional professional development your organization may provide.*
- E. EVALUATIONS**
- The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.



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### **RESPONSIBILITIES**

#### **A. POSITION PURPOSE**

- a. *To enable young people to reach their full potential as responsible, caring, and productive citizens.*

#### **B. DUTIES**

- a. *Help in planning and organizing programs and activities as well as carry out important operational duties.*
- b. *Support planning and coordination of programs and activities*
- c. *Ensure implementation of policies and practices*
- d. *Help build positive relations within the team and external parties*
- e. *Prepare paperwork and order material*
- f. *Keep updated records and create reports or proposals*

#### **C. COMMUNITY IMPACT**

- a. *Boys & Girls Clubs create a safe, positive place for young people to go during the day.*
- b. *Programs implemented at our Club include substance abuse prevention, healthy lifestyle choices, leadership and responsibility, character development, physical health and fitness, educational enhancement, and fun.*

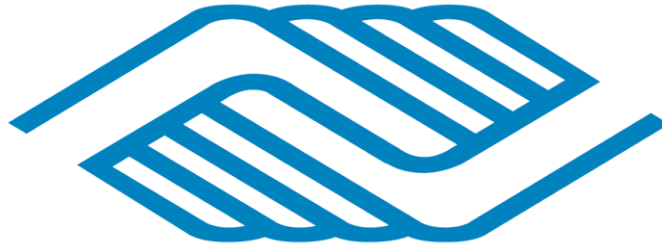
### **QUALIFICATIONS**

- A. *Must be a high school graduate, at least 18 years of age, and have a clean background check.*
- B. *Must work well with others, be a positive role model on and off duty and on social media platforms.*
- C. *Must be able to work well with youth (ages 6-18) in a loud, fast-paced environment.*

### **LEARNING OBJECTIVES**

#### **A. CAREER DEVELOPMENT**

- a. *This position will help you apply developmental skills towards community development as you work with our diverse team, parents of our youth, their caseworkers and counselors, community stakeholders and much more.*
- b. *Learn positive conflict resolution, creative problem solving, customer service and etiquette, and teamwork as you work to inspire young people to better their lives and themselves.*



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c. *Assist in implementing and developing fluidity of a current advocacy plan for organization along with CEO, community stakeholders and government officials.*

### **B. SKILL DEVELOPMENT**

a. *Develop time management, creative problem solving, and community outreach skills*

### **C. PERSONAL GROWTH AND DEVELOPMENT**

a. *Increase confidence, self-esteem, critical thinking, creative thinking, and problem solving*

b. *Develop community awareness, learn to create needs assessments for organization and community, assist in implementing an advocacy plan.*

### **SIGNATURE (this will be signed at the point of employment with the student)**

<b>Employee Name</b>	<b>Supervisor Name</b>
<b>Employee Signature</b>	<b>Supervisor Signature</b>
<b>Signature Date</b>	<b>Signature Date</b>