



BOYS & GIRLS CLUBS
OF THE DIAMOND HILLS

Alma - Mountainburg - Paris

Position Title: Program Coordinator Intern

Organization: Boys & Girls Clubs of the Diamond Hills – Paris Unit

Supervisor: Kathy Wright

Phone: 479-632-2070

Email: kathy@bgcdiamondhills.org

TERMS OF EMPLOYMENT

1) Background Checks:

- a) The individual is required to pass all necessary background checks.

2) Eligibility:

- a) The individual must 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.
- b) The individual must submit written enrollment verification from their college or university confirming the student's enrollment status to the Fort Smith United Way.

3) Work Schedule and Conditions:

- a) This position is a temporary full time (35 hours per week) position.
- b) This position is not eligible for sick, vacation, and holiday leave during employment.
- c) Hours are flexible and will be between 7:30am and 6pm, Monday through Friday.

4) Salary and Benefits:

- a) The individual shall receive a \$4,200 salary distributed bi-weekly for the duration of employment.
- b) Professional Development: The United Way of Fort Smith will be providing interns with two professional development opportunities.
- c) The individual will receive mentorship from experienced individuals, as well as access to online trainings through Spillett Leadership University.

5) Evaluations:

- a) The individual 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.

Responsibilities

Our Mission

To enable all youth, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

1) Purpose of Position

- a) The Program Coordinator Intern will support the Boys & Girls Clubs of the Diamond Hills – Paris Unit by working closely with the Unit Director to undertake a variety of program management tasks.
- b) The Program Coordinator Intern will develop and implement programs and activities for youth that fall under the 5 key elements that align with the developmental needs of children: The Arts, Education, Leadership and Service, Health and Wellness, and Sports and Recreation.

2) Key Duties

- a) Assist Unit Director in implementing programs at the Unit.
- b) Create a comprehensive, detailed program binder/calendar for up to the next 6 months.
- c) Assist with organizing volunteers and volunteer programs.
- d) Post on various social media platforms.
- e) Supervise youth and encourage positive decisions
- f) Support and facilitate programs and activities.

3) Community Impact

- a) This position will help strengthen the programs the organization provides. These programs give youth the knowledge and skills to make healthy life choices, keep children on the path of academic success, and enhance their leadership skills.

Learning Objectives

1. Career Development

- a) This position will help students apply their skills and knowledge gained in the classroom to a professional setting and environment.
- b) Individual will learn positive conflict resolution skills, creative problem solving, and a working knowledge of program development and non-profit program management.

2. Skill Development

- a) Individual will gain professional experience working in a non-profit.
- b) Individual will enhance their time management and organizational skills.

3. Personal Growth and Development

- a) Individual will advance their skills to develop positive working relationships.
- b) Individual will advance their critical thinking skills, self-confidence, people skills and responsibility.

Qualifications

- 1) Must be 18 years of age and have a clean background check.
- 2) Must enjoy working with children.
- 3) Must be a positive role model, both at the Club and outside of work hours.
- 4) Must be able to work well in a fast paced environment.