



**FORT SMITH
BOYS & GIRLS CLUBS**

Position Title: Healthy Lifestyles Intern

Organization: Fort Smith Boys & Girls Club
4905 North O Street
Fort Smith, AR 72904

Supervisor: Jason Morland, Director of Operations

Phone: 479-782-7093

Email: JMorland@FSBGC.org

TERMS OF EMPLOYMENT

A. Background Checks

1. The individual must consent to and pass all necessary background checks completed by the Fort Smith Boys & Girls Clubs.

B. Eligibility

1. 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.

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

C. Work Schedule and Conditions

1. This is a full time (35 hours per week) position.

2. This position is not eligible for sick, vacation, and holiday leave during employment.

3. This position will require travel throughout several cities in Northwest Arkansas. Valid Driver's License, appropriate auto insurance and a reliable car are required. Mileage for work travel will be reimbursed at the federal rate.

D. Benefits

1. The individual shall receive a \$4,200 salary distributed bi-weekly in equal amounts for the duration of employment.

2. Professional Development: The Fort Smith Area United Way will provide an in person orientation and two professional development opportunities to the employee.

3. The individual will receive coaching from experienced leaders and will produce content to grow their portfolio by the end of the summer.

E. Evaluations

1. 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.

RESPONSIBILITIES

A. Purpose of the Position

1. Healthy Lifestyles Intern will support the Fort Smith Boys & Girls Club in implementing quality activities for Boys & Girls Club members during the 2022 summer program.

2. The Healthy Lifestyles Intern will provide Club members and the FSBGC team a positive approach to healthy habits, social recreation, fitness and daily challenges through the Boys & Girls Clubs of American program "Triple Play."

3. The intern will share key information with Club members regarding good nutrition, physical fitness, smart choices and leadership skills.

B. Key Duties

1. Assist unit director in daily activities and programs
2. Welcomes and assists new Club members
3. Assist with daily feeding program which includes breakfast, lunch and snacks
4. Plan and implement fitness activities
5. Encourage healthy lifestyles to Club participants
6. Engage Club members and staff with key elements of Triple Play: Mind, Body & Soul

C. Community Impact

1. This position will help further the Boys & Girls Clubs mission of enabling all young people, to reach their full potential as productive, caring, responsibly citizens by increasing awareness of healthy lifestyles through Club involvement.

D. Outcomes

1. Club members will have an increased awareness of eating a variety of nutritious foods,
2. Participants will increase feelings of overall health and wellness
3. Participants will have a better ability to interact in a positive way.
4. Participants will learn the importance of physical fitness.

QUALIFICATIONS

A. Knowledge and Skills

1. Student seeking a degree in elementary or secondary education or health related fields.
2. Must enjoy working with children and volunteers
3. Must demonstrate trustworthiness and dependability
4. Must work efficiently and effectively
5. Must be able to receive and resolve complaints graciously
6. Must demonstrate excellent customer service and hospitality