

Operations Internship

WORKING HOURS: 20 hours per week

PAY RATE: Stipend

DATES: November 1st – May 4th, 2018

BASIC JOB FUNCTION: Opportunity to assist the Director of Operations with daily, weekly, and monthly administrative tasks at a successful non-profit youth serving agency. Possibilities include creating monthly outcomes reports, helping with event in April, volunteer management, HR paperwork, and other miscellaneous administrative needs as they arise as well as the opportunity to interact with the Boys and Girls Club members. This internship will work closely with the Director of Operations as well as the following professional staff members: Administrative Assistant, and Executive Director. Individual must be self-motivated, hardworking, and enthusiastic. Intern should also possess strong communication and organizational skills. This opportunity is for individuals seeking a real-life work experience in a high energy/ fast paced environment.

EDUCATION/EXPERIENCE REQUIREMENTS: Must be able to prove ability to work with others and independently, planning and implementing projects, and event planning experience is preferred. Must demonstrate a high degree of initiative, self-direction and creativity. Must be able to use a computer and Microsoft Office.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Assist in interpreting outcome measurement reports from Clubs.
2. Assist with volunteer management initiatives.
3. Create and maintain various documents to communicate with staff and within the community.
4. Assist with tracking program attendance and other applicable program administrative duties.
5. Assist with preparing information for reporting purposes weekly and monthly.
6. Report to Director of Operations.
7. Assume other duties as assigned.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.

3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Just as you retain the right to resign, without notice or cause, BGCB has the same right with respect to termination. Your employment is for no definite term, regardless of any other oral or written statement by any BGCB officer or representative, with the exception of an express written employment contract signed by the Unit Director. If you understand and accept these terms, please sign below.

We believe BGCB is an outstanding organization with a capable, dedicated staff. We believe you will become a valuable, enthusiastic member of our team. Welcome to the Boys & Girls Club of Bloomington!

I understand the expectations, functions, and information presented in this document that describes the Director of Operations Internship position.

NAME: _____

Applicant Signature _____ Date _____

Supervisor Signature _____ Date _____