



Boys & Girls Club of Ellettsville

731 Independence Street
Ellettsville, IN 47429

Summer 2017 Positions Boys & Girls Clubs of Bloomington -Ellettsville Unit

Part-Time Staff Positions:

All positions require:

Availability from 9:00 am – 2:00pm or 2:00pm – 6:00pm. **5/22/2017 – 8/19/2017**

Previous youth, education, professional work experience is **PREFERRED** for positions listed on this page.

All job titles have 1 position availability unless otherwise posted.

Pay Rate: Hourly

Camps & Events Director

3/15/2017 – 8/19/2017

Approximately 29 hours a week

DESCRIPTION: The role’s primary focus will be to plan, coordinate, and execute break camp programming with the guidance of dedicated and trained staff. In this role you will also assist with the planning and implementation of special events, during and after club hours. There may also be required need to assist with volunteer recruitment and management as well as public speaking. During non- break camp time, ensure members are encouraged to participate in a variety of program areas/activities. This role will also assist with the training, supervision, and evaluation of program staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.

Camp Counselor (3) Positions available

Approximately 30 hours a week

DESCRIPTION: Assist with weekly activities including field trips, special events, daily programming, and clubs (including Cooking Club, Garden Club, and more). Focus on providing fun, educational, and safe programming for club youths. This opportunity will allow you to assist in the planning and implementation of summer programming with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.

Membership Desk Coordinator

3/15/2017 – 8/19/2017

Approximately 25 hours a week

Description: The Membership Desk Coordinator has the opportunity to work with youth and young adults in an after school setting. Individual will be the first to greet all members and visitors, manage member information, and communicate with staff, members, and parents on a daily basis. Individual will assist with managing, organizing, and scheduling all volunteers. The individual will recruit, train, and manage all volunteers. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATION: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in an energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.



Boys & Girls Club of Ellettsville

731 Independence Street
Ellettsville, IN 47429

Program Staff
(4 Positions available)

5/22/2017 – 8/19/2017

Approximately 16 hours a week

DESCRIPTION: Assist the Program Director with weekly activities including field trips, special events, daily programming, and clubs (including Cooking Club, Garden Club, and more). Focus on providing fun, educational, and safe programming for club youths. This opportunity will allow you to assist in the planning and implementation of summer programming with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATION: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.

Internship Positions

All positions require:

*Availability from 9:00am – 2:00pm or 2:00pm – 6:00pm. **5/22/2017 – 8/19/2017***

*Previous youth, education, professional work experience is **PREFERRED** for positions listed on this page.*

All job titles have 1 position unless otherwise posted.

Pay Rate: Unpaid or Stipend

Unit Director Internship

Approximately 20 hours a week

DESCRIPTION: Assist the Unit Director with daily and weekly administrative tasks including outcome measurement, membership recruitment/management, and other duties as they arise. At the Club we focus on providing fun, educational, and safe programming for club youth. This opportunity will allow you to assist in the administrative duties of a successful non-profit organization. Possibilities include data collection, document creation, organizing staff, searching and writing grants, and coordinating schedules. Individual must be self-motivated, hardworking, and enthusiastic. Intern should also possess strong communication and organizational skills with the ability to take direction well. This opportunity is for individuals seeking a real-life work experience in a high energy/ fast paced environment. This opportunity is for individuals who are interested and committed to creating a positive change in the lives of youth and the community.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. Ability to effectively use Microsoft Office is necessary. Previous grant writing and youth work experience preferred. Individual must be able to take direction and work both independently and collaboratively. Creative design also preferred. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.



Boys & Girls Club of Ellettsville

731 Independence Street
Ellettsville, IN 47429

Program Director Internship

Approximately 20 hours a week

DESCRIPTION: Assist the Program Director with daily and weekly administrative tasks, camp planning, and other duties as they arise. At the Club we focus on providing fun, educational, and safe programming for club youth. This opportunity will allow you to assist in both the planning and administrative duties of a successful non-profit organization. Possibilities include data collection, document creation, organizing staff, planning special events, assisting in the execution of program grants, searching and writing grants, and coordinating schedules. Individual must be self-motivated, hardworking, and enthusiastic. Intern should also possess strong communication and organizational skills with the ability to take direction well. This opportunity is for individuals seeking a real-life work experience in a high energy/ fast paced environment. This opportunity is for individuals who are interested and committed to creating a positive change in the lives of youth and the community.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. Ability to effectively use Microsoft Office is necessary. Previous grant writing and youth work experience preferred. Individual must be able to take direction and work both independently and collaboratively. Creative design also preferred. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.

Family & Events Internship

Approximately 20 hours week plus special events

DESCRIPTION: The Events Intern is responsible for assisting with the planning and execution of special events geared toward club members and their families. The Events Intern will work in conjunction with the Camp Director to organize and host these opportunities for club families.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. Ability to effectively use Microsoft Office is necessary. Individual must be able to take direction and work both independently and collaboratively. Creative design also preferred. Must be able to attend special and after hour events. A positive attitude and mature personality conducive to working effectively as a team player with diverse members, staff, volunteers, parents/guardians and other stakeholders.

Art Coordinator Internship

Approximately 20 hours a week

DESCRIPTION: Assist the Program Director with weekly art activities and programs. Individual will be responsible for a weekly Art Club and end of semester art show. Art Intern is afforded a large amount of creative freedom to design an art program as desired. Programming focuses on interactive art, theater, and musical experiences while providing fun, educational, and safe activities for youth. This opportunity will allow you to work with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATIONS: Art program experience preferred. Art skill and knowledge is required. . Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.



Boys & Girls Club of Ellettsville

731 Independence Street
Ellettsville, IN 47429

Education Internship (2 Positions)

Approximately 20 hours a week

DESCRIPTION: Individual will be responsible for implementation of educational activities as it pertains to continuing education. This opportunity will allow you to help plan and implement education programming with the supervision and support of trained and dedicated staff. This position will require you to work closely with the staff, volunteers, and youth on constant basis. This position will directly serve as a positive role model, mentor and leader to diverse youth. You will help these youth acquire the necessary developmental assets they need to achieve academic success to achieve grade progression and ultimately graduate from High School with a plan for the future.

QUALIFICATION: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in an energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.

Junior Counselor Internship

Approximately 20 hours a week

DESCRIPTION: Individual will be responsible for the managing and implementation of the Junior Counselor career development. This opportunity will allow you to help train and supervise the teen junior counselors with the supervision and support of trained and dedicated staff. This position will require you to lead teambuilding and personal growth activities as well as assist with the daily activities. You will work closely with the staff, volunteers, and youth on a constant basis. This position will directly serve as a positive role model, mentor and leader to diverse youth. You will help these youth acquire the necessary developmental assets they need to achieve academic success to achieve grade progression and ultimately graduate from High School with a plan for the future.

QUALIFICATION: Previous youth worker/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in an energetic environment. Must possess strong risk management skills and classroom management. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.

Member Inclusion Internship (2position)

Approximately 20 hours a week

DESCRIPTION: The Member Inclusion will be responsible for working with non-traditional youth requiring special needs to be included in the mainstream club programming. This is for individuals seeking to gain experience working with youth outside of the traditional school setting. The intern may be required to work one-on-one with youth, or with a small group of youth. Individual must be willing to assist with all responsibilities to whatever degree necessary that the youth may need. The intern will be asked to provide tools, recommendations and program scheduled for the specified youth. Individual will plan, organize, implement, and lead youth in daily program activities and field trips. This internship is perfect for individuals seeking experience with special needs students. Individual must be self-motivated, hardworking, and enthusiastic. Intern should also possess strong communication and organizational skills.

QUALIFICATIONS: Previous youth work with children of special needs preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.



Boys & Girls Club of Ellettsville

731 Independence Street
Ellettsville, IN 47429

Sports/Athletics Internship

Approximately 20 hours a week

DESCRIPTION: The sports/athletics intern will be responsible for all aspects of physical recreation programming. Intern is expected to plan and lead fun and engaging interactive sports and games for members. Intern is responsible for planning and implementing sportsmanship, teamwork, health and wellness, while instilling an appreciation for physical activity and recreation. This is an excellent opportunity for leadership and to develop program/curriculum design, classroom management. Intern works from an existing resource manual but is afforded the freedom to design your own program.

QUALIFICATIONS: Previous education/professional experience preferred. Demonstrate strong judgment in risk management. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.

Teen Internship

Approximately 20 hours a week

DESCRIPTION: Assist in implementation of engaging programming and interactive activities for teenagers. Individual helps lead teens on a daily basis with an emphasis on Character & Leadership building. Intern will assist in recruiting new teen members through promotion and outreach. Position facilitates weekly planning, scheduling, and age appropriate program implementation with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.

Youth Development Internships (4 positions available)

Approximately 20 hours a week

DESCRIPTION: Assist with weekly activities including field trips, special events, daily programming, and clubs (including Cooking Club, Garden Club, and more). Intern is afforded freedom and creative to design a program as desired. The 4 core programming areas focus on character and leadership, healthy lifestyles, academics, and the arts. Focus on providing fun, educational, and safe programming for club youths. This opportunity will allow you to assist in the planning and implementation of programming with the supervision and support of trained and dedicated staff. This position will directly serve as a positive role model, mentor and leader to diverse youth.

QUALIFICATIONS: Previous education/professional experience preferred. Individual must be well organized, excel in multitasking, have a strong desire to make a difference in the community, and must be willing to work in a diverse and energetic environment. A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders.