

CHILD & ADOLESCENT INTERN

Class:	Volunteer
Commitment:	Complete a minimum of 120 volunteer hours
Schedule:	Must be available at least 1 day/week, M-F 2:00pm-6:00pm, W 1:00pm-6:00pm; summer hours vary
Location:	One of BGCGG's various ASES Sites or Club Branches

Position Summary: Provides support to Boys & Girls Clubs of Garden Grove staff during after school or summer programming. Assists with supervising members, classroom management, develops & implements Character & Leadership or Education & Career programs, serves as a positive role model to youth, and establishes meaningful relationships that will encourage and motivate youth participation.

Essential Duties & Responsibilities

- Shadow staff to learn and observe programming at one of our Elementary, Intermediate, High School sites or Club Branches
- Collaborate with supervisor and Human Resources Coordinator to complete Volunteer Training Plan
- Communicate professionally and effectively with supervisor and staff to build positive working relationships and a quality experience for members
- Ensure staff or supervisor are always present and members are not left unattended
- Learn and implement youth development strategies, classroom management skills, and conflict resolution
- Set high expectations by following all site's rules and recognition procedures
- Actively supervise members during Power Hour, CATCH, snack, announcements, enrichment activities and transitions to reinforce Be Great Traits (Be Safe, Be Respectful, Be Responsible)
- Provide homework assistance to members during Power Hour
- Help staff prep and facilitate Character & Leadership or Education & Career enrichment activities, national programs, or clubs
- Implement and plan enrichment activities with staff assistance and supervisor's approval
- Develop a Character & Leadership or Education & Career program curriculum to conduct with members
- Encourage members to participate in a variety of program activities, national programs and enrichment activities
- Assist and guide members during programming
- Set appropriate boundaries with members & families; build positive and professional relationships
- Follow organization's safety procedures and create accident or incident reports if necessary
- Wear provided Volunteer uniform to all shifts and follow BGCGG Appearance Guidelines
- Accurately track hours via Paycom
- Adhere to and uphold policies and procedures that reflect the organization's mission and values

Additional Duties & Responsibilities

- Provide assistance to staff during member sign-in & sign-out
- Assist supervisor or lead to ensure accurate snack count and snack procedures are followed
- Complete assigned tasks and perform responsibilities in a timely manner (i.e. clerical, housekeeping, closing procedures)
- Assist with any special events, family nights, or other BGCGG sponsored events
- May attend staff meetings, trainings, and field trips
- Maintain communication with supervisor to follow scheduling and callout procedures
- Adapt and be flexible; must be able to collaborate and use resources effectively
- Recognize potential issues at site and communicate with supervisor and staff as needed
- Maintain accountability to complete minimum commitment of hours and notify supervisor and Human Resources Coordinator of internship requirements (i.e. evaluations, meetings, signed agreements) in a timely manner

Qualifications

- High school diploma or equivalent
- Must be at least 18 years of age
- Currently enrolled in college and pursuing undergraduate studies in Child & Adolescent Studies, Early Childhood Education, Child Development, Social Ecology, Human Services, Psychology, Sociology, or other related program
- Bilingual capabilities a plus (Spanish or Vietnamese)



Boys & Girls Clubs of Garden Grove, Inc.
10540 Chapman Avenue
Garden Grove, CA 92840

Requirements

- Position may require standing/sitting for extended periods of time, dexterity of hands and fingers to operate office equipment, reaching overhead, above the shoulders and horizontally, bending at the waist; hearing and speaking to communicate and provide information to others; speaking to be heard before groups of people; position may require to lift, carry, pull or otherwise move objects between 10-20 pounds
- Must provide TB Test results and clear background check process

Signature

Printed Name

Date