



## ***Long Beach BLAST Program Internship*** *(unpaid)*

### **Position Summary:**

Long Beach BLAST is seeking a passionate and motivated Intern to join our team and support the BLAST programs at our partnering sites. Program intern duties consist of varied site tasks consisting of 1:1 mentoring, program development, and other projects as assigned. Certain elements can be customized to fit your interest and goals (regarding learning about non-profits, effective collaboration, volunteerism, and inspiring youth). The internship consists of no less than 60 hours spread out over at least twelve weeks. Initial scheduling is flexible, but it should remain consistent throughout the whole internship.

### **Role and Responsibilities:**

- Meet weekly with a matched mentee to provide 1:1 academic and social support
- Support the BLAST team in facilitating workshops and small group sessions on a variety of topics
- Support in the coordination and outreach of education enrichment opportunities, such as guest speakers, career fairs, and field trips
- Assist the BLAST team with monitoring progress, tracking milestones, and maintaining accurate records of their student cohort, on the BLAST database
- Assist the BLAST team with the administration and collection of program surveys
- Network and build positive relationships with students, parent and guardians, staff, and community partners
- Create social media content (posts, reels, etc.) to support the BLAST team with visibility and marketing
- Participate in professional development opportunities, such as Mentor the Mentor workshops and other community events (as they become available)
- Perform other duties as assigned (based on your course goals and expectations)

### **Qualifications:**

- Must be enrolled in a college course that requires a minimum of 60-hours of internship credit
- Microsoft Office 365 and Google Drive savvy
- Ability to work independently and as part of a team
- Passionate about working with children and supporting their development
- Excellent verbal and written communication skills
- Excellent interpersonal communication skills
- Highly organized with exceptional self-management skills (i.e., time management)



**Requirements:**

- Complete online volunteer application [lbblast.org](http://lbblast.org) and supplementary internship application (P.3)
- Attend a mandatory internship onboarding and trainings
- Pass a background check via Live Scan (paid for by BLAST)
- Submit proof of a Negative TB Test (Must be within the last 4 years)
- Availability between 9:00 am and 5:00 pm
- Access to technology (Laptop, PC, Chromebook or tablet with a webcam) with a reliable internet connection

**Other Information:**

Long Beach BLAST is an equal opportunity employer. For more information about our organization and programs, please visit our website at [www.lbblast.org](http://www.lbblast.org).

Thank you for your interest in the BLAST Program Internship position.



**How to Apply:** Email your resume and the following page completed to: [kassandra@lbbalst.org](mailto:kassandra@lbbalst.org)

**Name:** \_\_\_\_\_ **College:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Major:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_ **Professor:** \_\_\_\_\_  
**Site Approval Deadline:** \_\_\_\_\_ **Internship Completion Deadline:** \_\_\_\_\_  
**Are you interning for class credit:** Yes/No **If yes, how many hours do you need:** \_\_\_\_\_

**Availability:**

- If you are available any time, write “Open”
- If you **do not** have available on a given day, write “No Availability”
- **Please indicate A.M. and P.M.**

Monday	Tuesday	Wednesday	Thursday	Friday
<i>Additional availability notes:</i>				

1. Please explain why you are interested in this position.
  
2. How do you see this experience fitting into your future academic or professional plans?
  
3. Are you comfortable speaking with K-12 students and how do you feel you can best support our students?
  
4. What skills and/or experience do you have that make you a viable candidate for this internship position?