



BOYS & GIRLS CLUBS OF KING COUNTY

Boys & Girls Clubs of King County is the third largest major metro Boys & Girls Clubs in the US. If you are passionate about youth development, love to connect with people, have a proven track record of results with youth and want to be part of an expanding Youth Development team, Boys & Girls Clubs might be your next big step!

We serve over 17,000 children annually in 12 Clubs, 2 Teen Centers and 27 Child Care Centers around King County. Come help us help kids.

Opportunity Overview:

About Alaska Airlines:

Alaska Airlines is one of the most respected names in aviation and flies throughout its namesake state and the Lower 48, as well as to Hawaii, Canada, Mexico, Costa Rica and Cuba. Our roots date to 1932 and are symbolized by the Alaska Native painted on the tails of our aircraft. Guided by what we call the "Alaska Spirit", we pride ourselves on providing a lifeline to remote communities while delivering renowned service to everyone we fly. This commitment has brought us national and international recognition. We've been honored with a variety of awards by readers of Travel + Leisure, Conde Nast Traveler, USA Today and others. Alaska, with Virgin America, is the premier airline for people on the West Coast, and together with its sister carrier Horizon Air, flies to more than 118 destinations. The two airlines are subsidiaries of Alaska Air Group Inc. (NYSE:ALK) with annual revenues exceeding \$7 billion.

We are looking for Interns who are responsible, driven and team-players. Other critical skills include the ability to check their work and pay attention to detail. Interns should be comfortable with computer work.

Essential Duties and Responsibilities:

Schedule: June 2017 to August 2017. Monday-Friday 20-30 hours/week

Pay: \$12.00 per hour. No benefits are provided

Location: 19300 International Blvd., Seattle, WA 98188
Monthly trainings at the Joel E. Smilow Clubhouse

The Alaska Airlines High School Internship Program is designed to give high school students the opportunity to develop the skills, experiences, and networks that are critical to any professional career while gaining a good understanding of what it's like to work for an airline. In this job, you will perform a variety of projects that support the operation. Current openings for summer 2017 include **(Please Specify Which Opportunity Interests You):**

Mission Statement: To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.

Materials Control Intern: 3 openings

- **Summary of Project:** Scan documents, file documents, ledger product, Store electronic files, and Data collection.
- **Required Skills:** use of office machines – Microsoft excel – Outlook – be able to follow verbal instruction as well as written instruction – good penmanship – be a self-starter – organized

Integration Management Office Intern: 1 opening

- **Summary of Project:** As part of the Integration Management Office (IMO), Process Engineering provides support to the integration goals by focusing on processes that cross divisions and are most important to the success of Alaska's integration with Virgin America. The intern in this role will have the opportunity to work on multiple projects in various divisions to create initial end-state designs, implementation plans, and facilitate working sessions with cross-divisional teams. Process Engineering is seen as a trusted advisor to help solving problems where solutions are unknown. This intern will be learning from those who have, and reporting to someone with, experience evaluating and improving processes. Examples of projects include; creating a customer-focused process for transferring passengers between two airport terminals, evaluating potential process changes from changing a team's IT system, designing a process for cross-training and consolidating two workgroups.
- **Required Skills:**
 - Ability to interact with leaders and individual contributors
 - Places a focus on building trust
 - Very curious and desires to understand how things work
 - Team work mentality
 - Creative problem solving skills
 - Clear, concise and effective verbal and written communication
 - Ability to work on multiple project, with each at various stages of completion
 - (Desired) Exposure to process mapping or basic continuous improvement methodologies
 - Basic knowledge of Word, Excel, and PowerPoint

Mobile Operations: 1 opening

- **Summary of Project:** the Intern would be working with the Product Managers on our Mobile Operations team. The Mobile Operations team, together with engineering, delivers mobile software to our internal employees that improve their workflow while working at the airport. The intern would assist product managers with research at the airport, building reports in Excel, gathering and presenting data from Google Analytics, and helping write user stories. Along the way, the intern will learn the basics of product management and get experience with different tools and systems that are critical for doing our job.
- **Required Skills:** Intern should be a good communicator and eager to learn. The ideal candidate is interested in using data to drive decision making. They should have a proficient understanding of Excel, Word, and PowerPoint.

About YouthForce:

YouthForce provides teens with the teamwork, leadership and career competencies needed to reach their full potential through unique mentored internship programs and a structured learning curriculum. We seek to provide teens with college, career, and life skills, enabling them to realize their personal, academic, and professional goals.

YouthForce Interns also participate in YouthForce University aimed at helping teens plan for their future while also developing communication, networking, and leadership skills. Held monthly, YFU workshops focus on college preparation, career exploration, personal development and financial literacy. YouthForce University resources ensure that every intern is on target to graduate high school ready with competitive college and scholarship applications, a strong resume, and knowledge on managing their own finances.

The YouthForce Career Internship Program offers teens mentored, educational, and career relevant internships. Career Interns not only receive gainful employment in a professional business setting, they also benefit from job readiness training, guided mentoring, and individualized college and career counseling to gain critical skills necessary for school and career success. Our interns work at many of Seattle's leading businesses including Amazon, Stoel Rives, Walmart, Alaska Airlines & Acumatica.

Minimum Requirements*

- Current High School student
- Reside in King County
- Strong interest in related field
- High School Junior or Senior
- Must be 16 by June 2017

*If you do not meet the minimum requirements or qualifications but would like to apply, please contact YouthForce to speak with a staff person about your eligibility.

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| <p>ASSENT</p> <ul style="list-style-type: none"> • Age (16yrs by June 2017) • School Achievement (Performing well in school) • Schedule (20-30 hours per week) • Experience (Basic Microsoft Office skills) • Need (Preference will be given to youth who have the greatest number of barriers to college and career success) • Transportation (Ability to travel to/from Alaska each day) |
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Application Procedure:

Please apply online with a resume at:
<http://positiveplace.org/aboutus/Pages/careers.aspx>

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.

All offers are contingent upon passing a thorough background check including a National Criminal History Background check.

Equal Employment Opportunity and Non-Discrimination

Mission Statement: To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.

Boys & Girls Clubs of King County (BGCKC) is committed to equal opportunity for all employees and applicants. BGCKC does not discriminate with regards to hiring, assignment, promotion or other conditions of staff employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender, gender identity, veteran status, disability, genetic information or any other status protected under local, state or federal law.

In accordance with the Americans with Disabilities Act, upon request, reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of our positions.

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