



## **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 40 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**:

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### **Flight Operations Intern: 2 openings**

- **Summary of Project:** Visual software database modelling
- **Required Skills:** Strong interest in gaming, programming and graphic design. Proficient in Photo shop, AutoCAD, office

### **Baggage Performance Intern: 4 openings**

- **Summary of Project:** at Central Baggage Services we are responsible for reuniting Alaska Airlines customers with their mishandled bags and lost items left on our aircraft. We have a large warehouse located by the airport where all lost bags and missing items are sent to. It would be the intern's responsibility to help process missing left on board items, search for owners, contact passengers to mail or fed- ex items back to our customers or set it up for pick up at our location. The intern would also be responsible for processing daily mail, filing, warehouse organization and cleaning.
- **Required Skills:** the intern must be organized and have the ability to work on several projects at a time in a fast paced environment. They must be friendly as they will be speaking on the phone or will be customer facing. They should have keyboarding skills with basic computer knowledge. They should be able to lift and move heavy objects and be willing to help clean on organize on a daily basis.

### **iServer Intern: 1 opening**

- **Summary of Project:** Our team supports computer programs that integrate systems at Alaska through sharing of information in real time. These integration programs are documented in Microsoft Visio. The project consists in migrating these diagrams into a new format that will allow our team to search contents from the diagrams through an application called iServer. This is a good opportunity to know the insights of computer systems at a major company.
- **Required Skills:** Experience in modeling of computer systems is required (logical diagram, physical diagram, etc). Experience in Microsoft Office (Word & Excel mostly) and Microsoft Visio. Good communication skills and ability to ask questions to developers to complete diagrams that may be missing components.

### **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

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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.

### **ASSENT**

- Age (16yrs by June 2017)
- School Achievement (Performing well in school)
- Schedule (Up to 40 hours/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)

### **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**

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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