



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 The Doorways Internship:

The Doorways Project is an internship program that was created through the partnership of Educurious and the Mayor's Youth Employment Initiative. It provides youth ages 16-24 with paid internship opportunities with various businesses in Seattle. With the help of YouthForce, YouthCare, JUMA and SYEP, youth will be matched with an internship site based on their interest. YouthForce will provide one on one meetings, check ins, and trainings for all of our interns to ensure a positive and successful internship experience.

We are looking for interns who can demonstrate leadership, responsibility and have a desire to gain critical skills needed in the work force. Interns should be able to maintain their schedule, communicate effectively and perform their job duties to the best of their capability.

Essential Duties and Responsibilities:

The Doorways Project through YouthForce is designed to provide 16 to 19 year olds the opportunity to gain experience in the work force while building connections and developing professional skills. Each internship site will provide a job description that will detail the responsibilities and duties expected of their interns. Site specific job descriptions will be available to those who are accepted into the internship program. Responsibilities will vary based on each company. General responsibilities may include:

- Assisting with creating marketing materials such as print ads, promotional pieces, schedules, calendars, flyers, and brochures
- Conducting community outreach for program/organization
- Supervising children to ensure their health and safety
- Assisting with various aspects of social events
- Assisting in marketing program/events through social media platform
- Collecting feedback and creating an end of summer report on an aspect of the organization/program

Schedule: July 5th-August 18th → 3-5 days a week, up to 40 hours a week

Pay: \$15.00 per hour

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.

Location: Locations vary. Able to choose location upon hiring

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.

Relationships

Internal: Maintain close, daily contact with Club (professional and volunteer), Club members, and supervisor. Communicate daily to receive/provide information, discuss issues, explain or interpret guidelines/instructions. Collaborate with other Clubs as appropriate.

External: Maintain contact with external community groups, schools, member's parents and others as necessary to be successful in position and as directed by the Club Director.

Qualifications, Knowledge, Skills and Abilities

Preferred Qualifications:

You're perfect for this opportunity if you are an optimist who is interested in learning more about what goes on in a small business environment! You must communicate clearly, be reliable, have basic computer skills and enjoy working on a small team. These roles will be fun and also challenging and will be a place where you will be able to embody our core values of being smart, homemade, generous, joyful and brave.

Minimum Requirements*

- Current High School student
- Reside in King County
- Strong interest in business and marketing 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 (Available to work 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 work) |
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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

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.