



BOYS & GIRLS CLUBS
OF KING COUNTY

Spring Doorways Job Description

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. YouthForce Interns participate in YouthForce University aimed at helping teens plan for their future while also developing communication, networking, and leadership skills. 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.

Opportunity Overview

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 16-22 with paid internship opportunities with various businesses in Seattle: True North Gear, Café Red, Urban Artworks and Sanctuary Art Center. Site specific job descriptions are listed on the final page. Youth will be matched with an internship site based on their interest and availability. YouthForce will provide one on one meetings, workshops, 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 22 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 (found on the last page) that will detail the responsibilities and duties expected of their interns. Responsibilities will vary based on each company.

Schedule: March 5th-June 1st → 2-4 days a week, up to 12 hours a week

Pay: \$15.00 per hour

Location: Locations vary

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.

Qualifications, Knowledge, Skills and Abilities

Minimum Requirements*

- Current High School student (excluded if interested in Sanctuary Art Center)
- Reside in King County
- Must be 16 by February 2018

*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 February 2018)*
- *Schedule (Available afterschool 3 days a 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 site each day)*

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.

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.

Site Specific Job Descriptions

About Café Red:

Learn kitchen and food prep skills as you work directly with the owners of Cafe Red, a community-centered coffee house in Seattle's Othello neighborhood. We serve delicious specialty coffee, host live music and spoken word, and make our customers feel at home. As small business owners, we are involved in all aspects of running a business, and invite you to learn the ropes of business ownership and management in our space. It is our goal for you to not only learn a variety of valuable skills, but also to build meaningful and lasting relationships with community members and feel like an integral part of the Cafe Red family. This internship includes learning food prep skills, sandwich assembly, dishwashing, kitchen organization and cleanliness, and restocking. If interested, this position can also grow to include specialty coffee skills such as espresso extraction, beverage preparation and customer service.

Essential Duties and Responsibilities:

- Dishwashing and drying
- Food preparation
- Sandwich assembly
- Maintaining high levels of cleanliness and organization in kitchen area

Qualifications, Knowledge, Skills and Abilities:

- We will work with you regardless of experience in the above fields - all you need is motivation and a willingness to learn.
- Preference may be given to candidates from or familiar with the Othello/New Holly area, but anyone interested is encouraged to apply.

Schedule:

March-June

4 days a week / 2-3 hours a day

Location:

Café Red

7148 Martin Luther King Jr Way S

Seattle, WA 98118

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.

About Sanctuary Art Center:

Mission: "Our mission is to provide a safe, warm, and calm environment for homeless and street involved youth to experience creativity and success through the use of various artistic media."

The Sanctuary Art Center is a collection of professional quality art studios outfitted with high quality equipment and supplies for numerous art making activities. We offer a variety of services contained within three main programming areas: Drop-In Art Studio, Art Education, and Employment Internships. Within these programs, areas of instruction include but are not limited to; painting, drawing, ceramics, stained glass, sewing, fabric arts, theater arts, improvisational acting, guitar, piano, drums, and screen printing. Through these various forms of media, our goal is to engage youth in a creative process and connect them to the community in which they live.

Essential Duties and Responsibilities:

- Assist in the production of silk-screened garments for local clients.
- Reclaim screens and prepare screens for printing
- Maintain shop cleanliness
- Assist in the set-up of print shop orders
- Fold, pack and label orders for distribution to clients

Qualifications, Knowledge, Skills and Abilities:

You're perfect for this opportunity if you are interested in learning more about art, particularly, screen printing. We are looking for interns who enjoy working in teams, but are able to work independently as well as those who are able to follow direction and pay attention to detail. We are looking for youth whose barriers may include homelessness or are in transitional housing. Lastly, all candidates must respect and adhere to the mission of Sanctuary Art center.

Minimum Requirements:

- Ability to stand for 4 hours and operate basic machinery.
- Capable of lifting 40 lbs.
- Available to work 12 hours per week (Tuesday, Wednesday, Thursday 1-5 pm)

Schedule:

March to June

Mon, Wed, Thu 1-5pm

Location:

Sanctuary Art Center

1604 NE 50th St

Seattle, WA 98105

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.

About True North Gear:

“True North Gear® is a family-owned and operated company founded in 1992 by Alyx Fier. True North® has grown from a one-man operation to an ISO 9001 registered company whose products are distributed worldwide. In addition to packs and bags for firefighters and SAR under the True North® label, our products include a broad range of fire-resistant clothing under the DragonWear™ label. Though we've grown, our headquarters are still in Seattle, Washington just up the street from the garage where we started.”

Essential Duties and Responsibilities:

- Data entry of tradeshow lead generation (transferring paper leads to excel)
- Organizing magazine ad clippings, keeping tradeshow collateral area clean, and assisting with packing items to ship to tradeshows
- Assisting with assembling and scanning paperwork as needed
- Assisting in creating social media posts utilizing Canva
- Assisting with e-commerce store tasks (data entry, ad design, etc.).
- Assisting with photoshoots (helping prep products, helping place items during shoot, etc.)
- Researching articles and public interest stories to share on social media platforms
- Updating web products in the CMS back-end platform
- Other marketing tasks at varying levels of skill, depending on the person's ability
- Assisting the sales team with scripted follow up calls
- Assisting the sales team with lead entry in Pipe Drive

Qualifications, Knowledge, Skills and Abilities:**Preferred Qualifications:**

Word, Excel, Adobe Creative Suite, familiar with social media platforms, comfortable navigating online programs, comfortable researching online, can pick up new tasks quickly and has a motivated, can-do attitude.

Schedule:

March-June

2-3 days a week / 3 hours a day

Location:

True North Gear

3723 S. Hudson Street

Seattle, WA 98118

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.

About Urban Artworks:

We are a non-profit organization that creates public art such as murals, signal box art and bus stop murals throughout King County. We are often painting outside during session hours to complete our projects with the emphasis on the youth's help.

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. YouthForce Interns participate in YouthForce University aimed at helping teens plan for their future while also developing communication, networking, and leadership skills. 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.

Essential Duties and Responsibilities:

- Painting
- Organizing and cleaning materials
- Collaborating on ideas with the teaching artist

Qualifications, Knowledge, Skills and Abilities:

- interested in participating in creating public art throughout Seattle

Schedule:

March-June

2-3 days a week / 3 hours a day

Location:

Urban Artworks

2616 S Judkins St

Seattle, Washington, 98134

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.