

Internships

Boys & Girls Club of Greater Lynchburg

Contact: Mark Sheehan, Executive Director

Email: msheehan@bgclyncburg.org

Phone;434-238-3215

Address: 1101 Madison Street

Lynchburg, VA 24504

Fund Development

High energy, motivated, confident, and creative; handle a variety of tasks with varying deadlines. Able to arrange for own transportation. Hours are flexible within guidelines established by development director.

- Help with all aspects of the agency's special fundraising events
 - Arranging for media coverage and other marketing strategies
 - Recruiting underwriting sponsors
 - Help with Social Media on a variety of platforms
 - Update website
 - Brand Management
 - Take pictures and video of members to use in promotional material.
 - Preparing or arranging promotional materials
 - Selling tables, raffle tickets, foursomes, etc.
 - Arranging for accurate recording of donations, purchases, etc.
- Prepare media releases and PSA's for program activities and fundraising events
- Prepare quarterly newsletters.

Direct Program Internships

Internship Summary: Under management of the executive director and/or program director, the program leader intern is responsible to help implement a comprehensive youth development program for youth ages of 6 through 18.

High energy, motivated, confident, and creative; handle a variety of tasks with varying deadlines. Able to arrange for own transportation. Hours 3PM - 8PM while Lynchburg City Schools are in sessions and 10am to 5pm during Lynchburg City School breaks. Internship times will be established by the executive / program director.

Focus Areas:

Education & Career Development Internship – Help members develop the habits needed to be successful in school and workforce. Programs include Be Great: Graduate individual mentoring system created to help members develop goals and work hard academically. Project Learn: High yield learning activities designed to help members to learn after school and during breaks, the objective is to make learning fun. Power Hour homework completion program. This program is an incentive program to help members' complete homework. Job Ready: Help member's complete resume, fill out job applications, obtain a jobs, research careers, plan and prepare for the future.

Character & Leadership Development Internship teach members the importance of Club and community service. Develop the personal and group leadership skills using the Youth of the Month, Youth of the Year, Keystone and Torch programs.

Healthy Life Choices Internship using the SMART Moves curriculum teach members the importance of living a healthy life lifestyles. Use recreation equipment, gym and weight room to teach members a variety of healthy practices and fun recreational activities.

General Duties:

- ❖ Plan, organize, and evaluate programs and activities.
- ❖ Promote participation in these programs and activities. Establish methods of recognition and rewards for individual participation and achievement.
- ❖ Demonstrate, direct, and supervise a variety of enjoyable activities, contests, events, etc. Teach and instruct members.
- ❖ Track participation and progress of members.
- ❖ Maintain order and discipline in all areas. Provide guidance and discipline according to established guidelines of the organization.
- ❖ Supervise members in the proper and safe use of equipment, supplies, and facilities.
- ❖ Make periodic written and verbal reports to directors, including injury and sickness reports as needed.
- ❖ Assist with new member orientation as needed.
- ❖ Develop resource contacts for obtaining donated supplies and equipment.
- ❖ Properly store and secure all such equipment and supplies.
- ❖ Requisition supplies and equipment well in advance of activities or events.
- ❖ Keep assigned areas safe, organized, and presentable. Help clean as needed. Maintain attractive, up-to-date bulletin boards and wall displays that display all facets of the games room program.
- ❖ Constantly look for safety hazards in and around the building. Eliminate such hazards or cordon unsafe area from members' use. Report any such safety hazard to the unit director or person in charge of the building.
- ❖ Secure and lock assigned areas before leaving.
- ❖ Handle emergency situations in accordance with B&GC's crisis management policies (e.g. injury, sickness, fire, violence).

- ❖ Handle other duties and responsibilities as needed, such as supervising field trips, assisting with fund raisers, attending meetings and training sessions, and making presentations.