PACK INTERNSHIP GRANT PROGRAM

Family PLUS Intern

Boys and Girls Club
of Truckee Meadows
850 Baring Boulevard
Sparks, NV  89434

About the Boys and Girls Club
The mission of the Boys & Girls Club of Truckee Meadows is to enhance the quality of life for children, ages 6 to 18, in the Truckee Meadows. We are committed to creating healthy children, in body and mind, with a sense of competence, usefulness, responsibility, belonging and influence through diverse programs and community involvement. We have opportunities to learn skills in human services, family outreach, marketing, grants, special events, human resources, volunteer management, teaching, non-profit management, etc.

About the Internship
Our largest need for an intern comes from our Family PLUS (Parents Leading, Uniting, Serving) Program. This program offers family support activities to club members and their families. This model introduces Clubs to factors affecting the family unit and methods of collaborating with community organizations to provide parents and caregivers with resources. Anyone interested in this program would assist with marketing Family PLUS to members, families, and community members, teaching family classes for parents and children, community outreach, 1:1 parent support, donation management, item distribution, family night activities, etc.

The main expectation of this intern is a willingness to jump in and learn a variety of new skills in the form of serving members and families at the Boys & Girls Club of Truckee Meadows. Must have strong communication skills, a good work ethic, and be a team player who is able to work with children, teens, and adults as needed. This intern will also need to be able to present in front of groups of people and sell the Family PLUS program in many capacities (parents, community members, community partners, donors, other Boys & Girls Club staff, etc.)

Required Qualifications

Preferred Qualifications

- Proficiency with the Microsoft Office Suite
- Have a current email address that can be used as a source of communication
- Willingness to learn new skills as required
- A strong desire to help children and families in this community
- A positive attitude
- Enthusiasm for serving and helping others

Internship Duties

The family PLUS intern will work with the Family PLUS director to refine aspects of the program in order to serve more families more efficiently. This may include some of the following examples, and more:

- Assist with marketing the Family PLUS program
- Teaching and presenting at family classes for parents and children
- Community Outreach and 1:1 parent support
- Assist with a variety of activity nights and events
- Donation management
- Item distribution

$12/hour for 120 hours
Spring Semester 2016

Apply by November 6, 2015 at www.unr.edu/career