



Position: Family Plus Intern

Department: Family Plus Program

Supervisor: Director of Club Support Services

### **Organization Mission**

We provide youth opportunities for growth that inspire and empower them to reach their full potential in the classroom, at home, and in our community.

### **Position Summary**

The Family Plus Intern is responsible for supporting the provision of a Club environment that is safe physically, emotionally, and mentally. The Family Plus Intern assists the Director of Club Support Services with implementation of the Family Plus program through its' five components: case management/counseling, special programs, family involvement, mentoring, and referral to external community organizations and services.

As a professional with the Boys & Girls Clubs of Bend, the Family Plus Intern understands that:

- They are accountable to the Director of Club Support Services.
- They represent the Boys & Girls Clubs of Bend as a positive role model to our Club members and community. They represent the Boys & Girls Clubs positively and professionally to our larger community.
- They will attend weekly supervision meetings with the Director of Club Support Services and an external clinical supervisor, if necessary for internship requirements.
- They will adhere to all policies and procedures published by the Boys & Girls Clubs of Bend.

### **Key to Intern Role**

- Establish a program setting that ensures the health and safety of our Club members.
- Responsible for supporting the creation of a trauma-informed approach and culture by working in collaboration with Club staff, Club families, and community partners.
- Contribute to the creation of the Club's overall positive climate for youth development.
- Plan and implement programming components consistent with BGCB's youth development mission.
- Provide services and resources to Club members as appropriate with the well-being of the Club member as the priority, keeping in mind how the youth's experiences, circumstances, needs, and environmental factors influence their situation.



- Adhere to all policies and procedures established by the Boys & Girls Clubs of Bend.

## Position Responsibilities

- 1) Manage necessary administrative functions and assigned resources.
  - a) Maintain confidential client records according to BGCB Family Plus documentation protocol.
  - b) Adhere to all confidentiality standards and designated code of ethics.
  - c) Attend supervision meetings with Director of Club Support Services, and an external supervisor, if necessary, each week.
  - d) Keep Director of Club Support Services updated on pertinent information regarding progress and concerns of BGCB Family Plus participants.
  - e) Support the upkeep of BGCB Family Plus resources for Club staff, youth, and families.
  - f) Distribute and collect special program measurement tools (surveys, tests, etc.) as appropriate and directed by Director of Club Support Services.
- 2) Service and resource planning and implementation.
  - a) Plan and implement special program lessons (small groups) as outlined by the Director of Club Support Services.
  - b) Assist in the coordination of special programs and family engagement events.
  - c) Promote and market special programs and family engagement events to Club members, caregivers, and community,
  - d) Maintain and update BGCB Family Plus community resource bulletin boards and posted resources.
  - e) Travel between Club sites as necessary.
  - f) Maintain and monitor adequate program supplies.
  - g) **Special programs (small group programs) may include:**
    - i) Manadoob – Manadoob follows along with a story and workbook to encourage discussions on self-esteem, bullying, grief and loss, self-awareness, and being kind to others.
    - ii) SMART Girls – SMART Girls is a Boys & Girls Clubs of America curriculum designed to offer guidance toward healthy attitudes and lifestyles, eating right, staying fit, receiving quality health care, hygiene, and more.
    - iii) Professor Child: Divorce Support Group, Grief and Loss Support Group, Transition to Middle School – Professor Child groups follow along a documentary style film and workbook created by Professor Child highlighting personal stories of children experiencing the specific topic. Club members will have the opportunity to discuss

topics from the workbook, film, share their own stories, and seek support from group members.

- iv) MindUp – The MindUp curriculum teaches social, emotional, and self-regulation skills, problem-solving, empathy, and mindful awareness.
- v) Positive Action – Positive Action is based on the intuitive philosophy that we feel good about ourselves when we do positive actions; our thoughts lead to actions and those actions lead to feelings about ourselves which in turn lead to more thoughts.
- vi) Strong Kids – Through activities and discussion Strong Kids teaches Club members about emotions and encourages the development of social-emotional skills they'll use for the rest of their lives including managing anger, reducing stress, solving interpersonal problems, and much more.

3) Provide counseling, mentoring, and case management services to Club members.\*

- a) Assess and evaluate needs of Club members regularly to ensure delivery of appropriate services.
- b) Create and maintain positive relationships with youth.
- c) Provide BGCB Family Plus participants with mentoring, case management, or counseling services as needed and within credential level.
- d) Work collaboratively with Club staff to ensure proper interventions and supports are available and provided for Club members.
- e) Ensure Club members are always held accountable for behavior within reasonable expectations and in an effort that promotes personal growth and therapeutic rapport. Ensure that unacceptable behaviors are dealt with utilizing the behavior response procedures set by the Club.
- f) Ensure behavioral concerns, incidents, and achievements are appropriately documented and shared with the Director of Club Support Services.

4) Club family support and community referrals.

- a) Assess and evaluate the needs of Club families regularly to ensure delivery of appropriate services.
- b) Create and maintain positive relationships with Club families and community partner agencies.
- c) Assist in the development and delivery of family engagement events, resources, and support services.
- d) Knowledge of community resources and agencies to make effective referrals of Club families to these resources and agencies as needed and appropriate.



- e) Attend school, Club and/or community functions to demonstrate support of Club families/community agencies as directed.

### **Training & Professional Development Opportunities**

- Inclusive Program Design: Learn to design and implement small group programs that are inclusive and respectful of all cultural backgrounds and experiences. Skills developed: Inclusive program planning, cultural and needs-based adaptation of activities, and equitable engagement strategies.
- Youth Development Principles: Gain an understanding of youth development and how to apply this knowledge to diverse populations. Skills developed: Knowledge of developmental stages, youth empowerment techniques, and strengths-based youth development strategies.
- Community Engagement: Engage with diverse communities to build strong, supportive relationships and understand their unique needs and strengths. Skills developed: Community outreach, relationship building, and culturally responsive engagement.
- Social-Emotional Skill Development: Develop and implement strategies to support the social-emotional growth of youth. Learn techniques to help youth manage emotions, build healthy relationships, and address individual goals. Skills developed: Emotional regulation, relationship skills, and SMART goal development and implementation.
- Advocacy and Support: Learn to advocate for the needs of diverse youth and families, ensuring they receive the support and resources they need to thrive and feel empowered. Skills developed: Advocacy, resource navigation and provision.

### **Hours On-site**

Monday, Tuesday, Thursday, Friday Hours: 12pm-6:30pm

Wednesday Hours: 11am-5:30pm

There is space to alter this schedule, within reason, to accommodate the student's school schedule, supervision meetings, and individual learning needs.

### **What will you get out of this internship?**

- Real-world experience in a non-profit organization.
- The opportunity to apply learning to real world interactions with youth and families.
- Hands-on experience in small group program planning and implementation, case management, and collaborative teamwork.
- Networking and professional development opportunities within the non-profit sector.



## **Supplemental Questions**

- Why do you want to intern at the Boys & Girls Clubs of Bend?
- What are your reasons for applying for this internship? (Include your area of study, program, and hour requirement if this internship is for academic credit?)
- What are some of your strengths, talents, and skills that would positively support your learning experience as an intern at BGCB?
- What previous experience have you had that prepared you for this internship?
- Can you share an example of a challenge or setback you've faced, and how you handled it?
- How do you envision applying the experience and skills gained from this internship in your future career?

## **Qualifications**

- Student in a master's level Counseling or Social Work program. This is a requirement for interns who will be practicing clinical work during their internship.\*
- Student in a bachelor's level Social Work, HDFS, or Psychology program.
- Strong ability to work with diverse populations in a culturally competent manner.
- Demonstrate the ability to apply a trauma-informed perspective to work with youth, families, and communities.
- Demonstrate ability in working with young people (ages 5-13), caregivers, and community leaders.
- Ability to deal effectively with multi-age children, individually and in small groups.
- Demonstrate the ability to utilize effective guidance and behavior support of youth ages 5 through 13.
- Strong communication skills, both verbal and written.

## **Requirements**

- Current First Aid/CPR Certifications. (BGCB may provide training and certification upon engagement.)
- Must pass drug screen, background and reference checks prior to onboarding.

## **DISCLAIMER**

The information presented indicates the general nature and level of work expected of interns in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives expected of interns assigned to this position.

**The Boys & Girls Clubs of Bend is an Equal Opportunity Employer.**

GREAT FUTURES START **HERE.**



**Signed by:**

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**Approved by:**

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**Reviewed by:**

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