



2018-2019 INTERNSHIP OVERVIEW

Boys & Girls Club of Missoula County (BGCM) is seeking a number of individuals to serve as Interns with our organization for the 2018-19 school year, with the option to continue for a longer period. These internship positions are unpaid – we are seeking individuals passionate about nonprofit work. Successful interns will have a foundational understanding of nonprofit work and will be interested in developing their skillset and knowledge base in a specific nonprofit area (see below). Additionally, successful interns will be passionate about the mission, vision, and role that BGCM plays in the Missoula County community.

2018-2019 INTERNSHIP DESCRIPTIONS

TITLE: Club Staff Intern

REPORTS TO: Program Director

PRIMARY FUNCTION:

The Club Staff Intern will work directly with our Club members and site staff at one of our five after-school program Clubs across the County. We are looking for **five** Club Staff Interns for the 2018-19 school year. These individuals will:

- Assist the Site Staff with all aspects the After School Program Clubhouse
- Assist the Site Staff with implementing weekly programming schedules, lesson plans, and related activities for the members that include academic enrichment, health and physical activities, the arts and music, and any additional areas you want to focus on with your members.
- Assist with providing members with daily snack, including help with preparation and clean up.
- Help supervise quiet / free time and maintains a vigilant watch of all members at all times.
- Plays with the Club Members each day and helps them with projects and activities.

TITLE: Resource Development & Grant Writing Intern

REPORTS TO: Chief Executive Officer

PRIMARY FUNCTIONS:

The Resource Development Intern (RDI) will serve a key role to the Club as BGCM works to increase its RD efforts across Missoula County. S/he will focus on the following key functions:

- Research donor database systems, create a proposal to move forward with selected platform, and set up platform for long-term use;
- Create and/or refine RD materials, including pledge forms, materials for mailers, and campaigns;
- Create/refine donor stewardship plans (corporate and individual);
- Research grant opportunities and create a grant calendar through December 2019;
- Write grant proposals, including narratives and accompanying budgets;
- Research local corporate donor prospects that align to Club mission and purpose.



BOYS & GIRLS CLUBS
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TITLE: Fundraising Events Intern

REPORTS TO: Chief Executive Officer & Board President

PRIMARY FUNCTION:

The Fundraising Events Intern will focus solely on upcoming Club fundraisers, including the implementation of currently planned events and the development of additional events. S/he will focus on the following key functions:

- Serve on the Dodgeball Tournament planning committee and work closely with BGCM's Board President in the planning and execution of the event (to be held December 2018);
- Secure sponsorships for event;
- Research successful fundraising events (small lift, high ROI), propose 1-2 additional events to CEO & Board President, and plan and execute one event in Spring 2019.

TITLE: Marketing & Public Relations Intern

REPORTS TO: Chief Executive Officer

PRIMARY FUNCTION:

The Marketing & Public Relations (PR) Intern will support the Club with increasing brand awareness and traction across the community. The ideal Intern is familiar and comfortable using Adobe Photoshop and designing websites. S/he will focus on the following key functions:

- Refine all aspects of BGCM's website to allow for a more user-friendly experience and ensure all pertinent information is shared on the website on a continuous basis;
- Improve our social media pages, specifically Facebook and Instagram;
- Create high-caliber marketing materials identifying Club impact on the community.

TITLE: Community Outreach Intern

REPORTS TO: Chief Executive Officer

PRIMARY FUNCTION:

The Community Outreach Intern will help the Club gain awareness and traction across the Missoula community. This work will include:

- Develop a volunteer recruitment, training, tracking and retention system;
- Develop a strategy for identifying Boys & Girls Club alumni living in the Missoula area;
- Plan one alumni event/get together for the 2018-19 school year;
- Develop a calendar of events through December 2019 for BGCM participation in the community, register and assign staff to attend said events.