



2019-20 INTERNSHIP OVERVIEW

Boys & Girls Club of Missoula County (BGCM) is seeking a number of individuals to serve as Interns during the 2019-20 school year. Interns are provided with a \$200 stipend for each semester of work with BGCM. 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. Intern hours are flexible – we're happy to make your schedule work!

2019-2020 INTERNSHIP DESCRIPTIONS

TITLE: Clubhouse Partnership Intern

REPORTS TO: Program Manager

PRIMARY FUNCTION:

The Clubhouse Partnership Intern will serve a key role to the Club as BGCM works to provide each Clubhouse with unique and fun experiences. Our After-School Clubs operate out of six locations across the County, Monday – Friday, every day of the school year. Moving into the 2019-20 school year, we are looking to expand the number of partnerships we have with organizations across the County and increase the diversity of the experiences our Members have at Club. The Clubhouse Partnership Intern will serve a key role in helping us accomplish this goal. Specifically, this person will schedule activities with community partners for all six of our Clubhouses during the school year. Examples of community partners include Fort Missoula and SpectrUM Discovery Area. S/he will focus on the following key functions:

- Reaching out and scheduling activities with several community partners and organizations;
- Organizing each Clubhouse with at least 2 events per month;
- Creating one planned event that repeats each school year at each club;
- Have at least 4 different organizations partnered to provide events/programs.

TITLE: Fundraising Events Intern

REPORTS TO: Chief Executive Officer

PRIMARY FUNCTION:

The Fundraising Events Intern will focus solely on supporting our organization with planning and hosting our spring 2020 fundraising event: our first annual Blue Door Banquet. This event will be held on March 28, 2020. Fall 2019 interns will support with the planning phases of the event. Interns with us throughout the full academic year will support with planning and hosting the event, as well as post-event follow up. S/he will focus on the following key functions:



BOYS & GIRLS CLUBS
of Missoula County

- Serve on the Blue Door Banquet planning committee and work closely with BGCM's CEO in the planning of our 2020 Banquet;
- Secure sponsorships for event;
- Secure in-kind donations for the event's silent and live auction;
- Advertise for the event;
- Support with Club Member and family participation in the event.

TITLE: Marketing & Social Media Intern

REPORTS TO: Chief Executive Officer

PRIMARY FUNCTION:

The Marketing & Social Media Intern will support the Club with increasing brand awareness and traction across the community. The ideal Intern is familiar and comfortable with social media pages (Facebook and Instagram) and preferably is interested in photography. S/he will focus on the following key functions:

- Support with the creation and execution of our 2019-20 marketing and community outreach calendar;
- Improve our social media pages, specifically Facebook and Instagram;
- Visit our Clubhouses to build our base of Club Member photos & videos;
- Interview and create Club Member stories to be used for marketing purposes;
- Create high-caliber marketing materials identifying Club impact on the community;
- Create our monthly e-newsletters;
- Organize a set of community nights across Missoula restaurants and bars in support of BGCM.