



**BOYS & GIRLS CLUBS
OF GREATER MEMPHIS**

TECHNOLOGY PROGRAM INTERNSHIP

Work Schedule: Monday - Friday 3pm-9pm during school year
Monday and Friday 9am-5pm during the summer
Hours per Week: Dependent on Internship Requirements
Start Date: Fall, Spring or Summer

Position Description

The primary goals of our technology program are to provide youth with access to technology, develop members' technical skills, promote workforce readiness by increasing career options for young people, and support members' academic performance. As a Technology Program Intern, you will be working with Club staff to:

- Provide supervision and instruction in our Technology Labs
- Work with kids in an informal setting with MS Office and the Internet
- Work with kids on computer-based projects, teach workshops, trouble-shoot minor technical issues and ensure that Computers are used according to the policies and procedures developed by BGCM

Each of our Clubs are equipped with Technology Centers that offers daily activities and programs designed to develop members' skills in computer use and in specific applications. In addition we offer city wide digital arts, technology and robotics competitions, and programming in STEM (science, technology, engineering and math) subjects.

Qualifications

- Successful completion of a minimum of two years of computer sciences, human services, education, or other related schooling required
- Experience (can be volunteer) working effectively with youth, particularly youth at risk
- Bi-lingual speaking ability a plus

Job Related Behaviors

The ideal Technology Program Intern candidate is:

- Creative
- Dependable
- Punctual
- Flexible
- Reliable
- An effective communicator
- Dedicated to the mission of the organization

Application Instructions

Interested applicants should send cover letter indicating why they are interested in completing their internship with BGCM, their past experience working with youth; particularly at-risk youth, and how their schooling and experiences have prepared them for this type of internship. Also required in an application submission are a resume and three professional references. For more information or to submit any questions, please email vsmith@bgcm.org.

Disclaimer: The information presented indicates the general nature and level of work expected of the intern in the classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job.

