



## **Personnel/Human Resource Intern Boys & Girls Club of Corvallis**

The Boys & Girls Club is in need of a Personnel/Human Resource Intern to assist our Finance Director and STARS Program Director. This would be a great opportunity for individuals looking to get experience on the management side of Child Care. This internship would have the possibility for paid seasonal work. If you're interested in this position please contact Drew Ibarra at [dibarra@bgccorvallis.org](mailto:dibarra@bgccorvallis.org) or at **757-1909 ext. 210**. Or come into the Boys and Girls Club of Corvallis and fill out an application. Please specify this position.

This Internship would involve:

- Maintaining employee files for 6 different STARS sites
- Maintaining training notebooks
- Work with employees, directly related to personnel items such as benefit forms, etc.
- Overall coordination of employees for the 6 sites; scheduling, securing materials, and coordinating the programs for the separate sites.
- The coordination and management of STARS family nights

An individual interested would need to:

- Have experience working with computers in a professional capacity; using Word, PowerPoint, Publisher, Excel, etc.
- Be able to transition from task to task and be efficient at working on several projects at once.
- Have extensive customer service skills
- Be able to devote 10-20 hours a week for a full academic year
- Have high energy and positive attitude at the work place

Drew Ibarra  
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