



**BOYS & GIRLS CLUB**  
OF CORVALLIS

## **Boys & Girls Club of Corvallis Intern Position**

### **POSITION: STARS Program Assistant Intern**

**HOURS:** Scheduled hours are 2:15 p.m. – 6:00 p.m., M - F, plus meeting times for a total of 17 hrs a week. Intern would preferably start Jan. 4<sup>th</sup>.

**REPORTS TO:** The STARS Program Coordinator, under the direction of the Director of Academic and Enrichment Programs.

### **GENERAL DESCRIPTION:**

STARS operates 2:30-6:00 in six elementary schools in Corvallis. Interns are placed at one specific site under the supervision of the Program Coordinator. Interns are responsible for the day-to-day safety and supervision of the elementary age children enrolled in the STARS program. This may include planning and leading games, arts & crafts, academics, drama, sports and/or other activities that are of interest to children, with an emphasis on academic enrichment.

The Academic & Enrichment Programs and Clubhouse operate the NEED (Non-school Extended Enrichment Day) program on most non-school days at the Boys & Girls Club. STARS staff, including interns, have the opportunity to work 7:30-1:00, on an as needed basis. There may be afternoon shifts available for field trip supervision.

### **EXPECTATIONS:**

- ◆ Provide a high quality academic enrichment and recreation program for elementary age children enrolled in STARS and NEED.
- ◆ Implement developmentally appropriate activities for the STARS and NEED programs.
- ◆ Provide an environment in which children can grow and develop.
- ◆ Provide positive guidance and discipline through Direct Supervision.
- ◆ Follow all the policies of the Boys & Girls Club of Corvallis, Boys & Girls Club of Corvallis Internship Manual and the Rules and Regulations of the State of Oregon Child Care Division.

### **QUALIFICATIONS:**

- ◆ A STARS Intern placed as an Assistant must have one year of college with a emphasis in child development, education, recreation or a related field, OR at least one year full time experience working with school age children in an organized group setting (i.e. classroom, kindergarten, school age child care, recreation program or comparable setting). STARS and NEED Interns must be at least 18 years of age and meet job requirements as specified by the Boys & Girls Club of Corvallis and the State of Oregon Child Care Division.