

Internship Opportunities

The Boys & Girls Club of Tampa Bay works collaboratively with colleges to offer undergraduate and graduate-level internships to highly motivated and committed students who wish to build upon their college education with hands-on work experience within the non-profit industry. Though uncompensated, programs are eligible for internship status and available at any time throughout the year. The position is approximately 15-30 hours per week.

INTERNSHIPS ARE AVAILABLE FOR THE FOLLOWING DEPARTMENTS:

Accounting: Under the direction of the CFO, interns will perform a wide variety of accounting activities including accounts receivable, accounts payable, depreciation of assets; account analysis, process invoices for payment, among others. Confidentiality is highly stressed and required for this position. This is the ideal learning opportunity for any student who desires to pursue a career in accounting, or any field that requires the detailed knowledge of running the financial operations of a business or organization.

Club Management: Interns have the opportunity to concentrate on helping the Boys & Girls Clubs programs tackle the inequalities Tampa Bay's youth encounter. Grouped into three areas, our outcome driven programs focus on improving educational skills and academic achievement; strengthening decision making and resiliency skills leading to healthier lifestyles; and increasing civic engagement to build character and leadership. BGCTB's believe that every child has the potential to be great, and with dedicated interns in club management, clubs will succeed in building driven and independent adults.

Community Relations: Interns will work with the Director of Community Relations to develop marketing and public relation strategies designed to build public awareness and support for Club programs and increase youth participation. Interns will also promote special events to engage community support and generate revenues, maintain club website, media releases, create and publish various donor, volunteer and general audience publications for e-mail, newsletter and print.

Development/Marketing: Interns will assist the development team in their efforts to generate financial support by targeting corporations, foundations, civic groups and individual donors within the community. Responsibilities can be included but not limited to the overall coordination of events, campaigns, collateral materials; donor communications and appeals as needed; assisting the Grants Manager in record keeping; qualitative and quantitative data entry, fiscal reporting requirements and other general office work assigned.

Human Resources: Interns will work directly with the Human Resource Manager in all areas of HR including: records administration, recruitment administration; development of policies/procedures; new hire administration; staffing; benefits/database administration and other general office duties as assigned. The HR intern will also work to increase and evaluate volunteer recruitment, retention and recognition strategies to effectively engage all volunteers and prospective interns.

Information Technology: The I.T. intern will work with the management and administration of the Metro Service Center and Club information systems and data functions. This includes assisting the IT Manager with the identification, configuration, testing and maintenance of computer hardware and software systems,

provide ongoing support for the Club's local area network and interface with BGCA programs, maintain network services such as user administration, network printing, directory structures, rights, security and software on file servers. Students must have knowledge of general computer programs such as, the internet, Windows, and MS office.

REQUIREMENTS

Education: Candidates must be an incoming sophomore, junior or senior (undergraduate programs) or graduate-level student in a related field of study.

Experience: Must have proven success from school or work experience of strong leadership; the ability to work both independently and collaboratively; and be capable of multitasking in a fast-paced environment.

Skills: Candidate must have strong verbal and written communication skills as well as demonstrate proper telephone etiquette; detail-oriented; must also demonstrate high standards of ethics, integrity and eagerness to learn; and interest in working on special events for a non-profit organization. Intermediate Microsoft Word (including mail merge), Outlook, and PowerPoint are necessary.

Time Commitment: Interns will work approximately 15-30 hours per week. There is some flexibility in arranging the schedule, both in hours worked and length of internship. Each student internship requires a minimum commitment of 160 hours of service.

UPON COMPLETION

Students may be eligible for a part-time or full-time job if there are positions available.

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