



BMCC PROJECT SUCCESS PAID INTERNSHIP PROGRAM STUDENT INTERNSHIP ANNOUNCEMENT

Position:	Triple Play Coordinator \ Intern
Location:	Boys & Girls Club of Bay Mills Bay Mills, Michigan
Supervisor:	B & G Club Unit Directors
FLSA Status:	Non-Exempt
Hours:	15 hours per week, MAXIMUM
Duration:	Approximately 12 weeks (or 180 hours earned)
Pay Rate:	\$10 per hour

Project Success Paid Internship Eligibility Requirements

- Must be a degree-seeking student at Bay Mills Community College.
- Must have Satisfactory Academic Progress as defined in BMCC's Student Handbook:
 - Grade Point Average of 2.0 (cumulative)
 - Successful completion of 67% of credits attempted at BMCC on a cumulative basis.
- Must be enrolled in at least 6 credits in the semester the paid internship will be awarded.
- Must have attendance of 70% or higher in all classes.
- Eligibility will be limited to 180 hours earned.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.

Internship Summary:

As the Triple Play Coordinator, the intern will experience the skills necessary in becoming a youth development professional. The intern will gain experience in lesson planning and facilitation as they carry out the necessary functions of the positions requirements. This position helps develop leadership, communication, and grant management skills.

This position requires the intern to undergo a background investigation to confirm the legal and character standards set by the internship location site. The intern will also be required to attend training sponsored by the internship location site, as well as by Bay Mills Community College, including the new employee safety series and Title IX requirements for students.

Essential Duties and Responsibilities:

- Ability to work with children ages 5-17 individually or in small or large groups in a variety of settings.
- Plan and facilitate physical activities. (May utilize SPARK or NIKE play curriculum)
- Assist with the facilitation of TRAIL diabetes prevention and awareness program.
- Track attendance and participation of physical activities; may assist in report implementation.
- Assist in the planning and facilitation of special events.
- Recruit volunteers to assist with activities and/or special events.
- Carry out grant requirements.

Required Knowledge, Skills, and Abilities:

- Excellent communication and organizational skills required.
- Excellent guest service skills required.
- Excellent computer application skills to include Microsoft Office and Moodle.
- Working knowledge or ability to learn office equipment such as fax machine, copiers, and printers.
- Respect for the confidentiality of all information received.
- Demonstrated personal integrity, sound judgement, and dependability.
- Professional demeanor while representing BMCC.

Preferred Degree or Academic Program of Study \ Career Development Options:

- BMCC Programs: Health & Fitness/Health Science
- Career Development: This internship will provide students skills necessary to explore grants, carry out grant requirements, and work with community partners to develop relationships.

To Apply:

Interested students must submit a cover letter and resume, along with a completed application that can be obtained at www.bmcc.edu; or by visiting the Student Success Center or the BMCC Human Resources Office.

It is **REQUIRED** that students visit the Student Success Center for a **Resume & Cover Letter Review** **PRIOR** to submitting the application to the Human Resources Department. Students who do not have a current resume or cover letter can get assistance creating those documents by making an appointment with the Student Success Center (248-8456). Mock interviews are also available for students. All of those services are free to students.

Application deadline: open until filled.

Submit applications to swalden@bmcc.edu or in person at the Human Resources Office in the Administration Building.