



**BOYS & GIRLS CLUB**  
OF PORTAGE COUNTY, INC.

## **Social-Emotional Learning Intern Position Description**

**Organization:** Boys & Girls Club of Portage County (non-profit, youth service)

**Hours:** Part-time, hourly (varies from 5-25 hours per week)

**Location:** Berard Center (941 Michigan Ave., Stevens Point) & Schierl Center (2401 Cedar Dr., Plover)

**Reports to:** Social-Emotional Learning Specialist

**Wage:** Unpaid, unless eligible for the Pointers Connect Internship (PCI) or through approval of Work Study Partnership

*Interns must meet eligibility requirements for the Pointers Connect Internship (PCI) program to be hired and **RECEIVE PAY**. Requirements include currently enrolled at UWSP, Junior or senior status, 2.0 GPA or higher plus one of the following: 1st generation college student, Pell grant eligible, or non-traditional student.*

**Position Summary:** The Social-Emotional Learning (SEL) Intern will work closely with the SEL Specialist to assist with developing, implementing, and evaluating a multi-tiered social-emotional learning program at their designated Club site. This comprehensive approach includes universal and targeted programming and strategies to support Club members' social and emotional development. The SEL Intern may also provide individualized behavior support to promote Club members' success as needed. This role works directly with Club members, their families, community partners, and other BGC staff.

### **QUALIFICATIONS**

#### **Education & Experience:**

- Currently enrolled in or recent graduate from a post-secondary program in a related field (e.g., social work, sociology, psychology, etc.)
- Previous experience working or volunteering within youth is preferred but not required

#### **Physical Requirements & Work Environment:**

- Active environment that requires the employee to be alert for several hours at a time
- Must be able to function in a fast-paced and noisy environment
- Some lifting and moving of moderately sized objects

#### **Other Qualifications:**

- Mission-driven and values-based
- Strong interpersonal skills and ability to develop supportive relationships with others
- Ability to work independently and as part of a team
- Strong organizational skills with attention to detail
- Ability to communicate effectively in written and oral forms
- Proficient in Microsoft Office programs, including Word, PowerPoint, and Excel

## **PRIMARY RESPONSIBILITIES**

### **Programming:**

- Facilitate universal SEL programming at assigned Club Site(s).
- Facilitate targeted SEL programming (i.e., Great Futures!) at assigned Club site(s).
- Ensure required program documentation and case notes are completed.
- Maintain accurate records of program participation and outcomes.

### **Club Experience & Behavior Support:**

- Promote a high-quality, Outcome-Driven Club Experience for all Club members by utilizing positive youth development principles.
- Ensure a safe, positive environment by supervising Club members within program areas.
- Establish and enforce behavior expectations, providing consequences per BGCP's Behavior Policy.
- Provide behavior support utilizing trauma-informed strategies to promote Club members' success.
- Exercise authority in resolving issues involving Club members.
- Build supportive, meaningful relationships with youth and their families, regardless of background, to support Club members' success.
- Work with Club members and their families to understand, define, and achieve individual goals based on needs.
- Maintain close, regular contact with Club site leadership and program staff to receive and provide information and discuss issues pertaining to Club members.

### **Safety & Facility Management:**

- Ensure child safety practices meet or always exceed the requirements of Boys & Girls Clubs of America, Boys & Girls Club of Portage County, government agencies, and other collaborative entities.
- Assist in ensuring the overall Club environment is safe and inviting for all Club members, staff, and visitors.
- Follow and assist with the daily and weekly cleaning schedule.
- Assure program areas are clean, neat, and properly equipped.
- Assure program supplies are organized and maintained to limit wasted resources.

### **Professionalism:**

- Arrive on time according to the staff schedule.
- Appear dressed professionally.
- Complete assigned work by established due dates.
- Participate in staff training, performance evaluations, and meetings.
- Support fellow staff in meeting program goals, objectives, and outcomes.
- Set a positive example both within and outside the Club.
- Demonstrate commitment to diversity, equity, and inclusion.
- Promptly report employee misconduct to the Director of Operations and/or Chief Executive Officer.

### **Additional Responsibilities:**

- Participate in special Club programs and events.
- Maintain First Aid/CPR certification and complete other training as needed (e.g., shuttle, ALICE, etc.).
- Pass annual and ongoing background checks.

- Perform other duties as assigned by the supervisor.

**DISCLAIMER**

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

**Signed by:** \_\_\_\_\_

Employee

\_\_\_\_\_

Date

**Printed Name:** \_\_\_\_\_

Employee

**Approved by:** \_\_\_\_\_

Employer

\_\_\_\_\_

Date