



JOB TITLE: Program Intern

REPORTS TO: Program Director

LOCATION: 315 4th St. S. La Crosse, Wisconsin – serving 15 counties.

JOB SUMMARY: Big Brothers Big Sisters of the 7 Rivers Region is seeking energetic and impassioned individuals to work with our Program team. As a Program Intern, you will get hands-on experience working in the human services field with a local focus on client and volunteer support and management. This is a great entry-level internship for those seeking a career in the non-profit sector.

SKILLS AND KNOWLEDGE REQUIRED:

- Accepting students classified as Sophomores, Juniors, and Seniors (preference for Juniors and Seniors).
- Minimum GPA of 2.75.
- Availability to work at 12-15 flexible hours per week for the duration of the school semester.
- Able to maintain a high degree of discretion dealing with confidential information.
- Must be available to work from our downtown office.
- Strong communication and interpersonal skills.
- Comfortable talking on the phone.
- Must be able to work independently and as part of a small team.
- Organized with attention to detail.
- Must be self-motivated, flexible, and able to manage multiple priorities.
- Intuitive and idea driven with the ability to be a self-starter.
- Familiarity with Microsoft Office Suite (Outlook, Excel, PowerPoint, etc.)
- Schedule must be flexible enough to be able to attend occasional evening or weekend events or activities as needed.

EDUCATION AND WORK EXPERIENCE REQUIRED:

- A high school diploma or equivalent preferred; currently enrolled in undergraduate or graduate studies preferred. Majors in the Human Service field are preferred, such as Social Work, Psychology, Criminal Justice, Child, and Family Studies, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The Program Intern will work alongside Program Specialists to assist in the enrollment of volunteers and youth as well as match support for active “Big” and “Little” matches.
- Actively participate as a member of Program Services and the BBBS7RR team.
- Recruitment of potential volunteers and families.
- Promoting BBBS events on campus and throughout the community.
- Utilize critical thinking and interview techniques for conducting intake interviews and assessments.
- Create thoughtful, organized, and official written documentation of “Bigs” and “Littles”.
- Reference leading mentoring research and best practices to help create, support, and facilitate mentor relationships between “Bigs” and “Littles”.



- Assist the Program Team in the organization of special events and programming.
- Help research and identify activities for “Bigs” and “Littles” to be shared in a monthly newsletter.
- Display professionalism and the ability to work in a goal-driven setting by hitting specific work completion targets.
- Participate in regular supervision, team meetings, and agency-wide learning initiatives.
- Provide other administrative support as needed.

The above statements reflect the general duties, responsibilities, and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. BBBS may change specific job duties with or without prior notice based on the needs of the organization.

EQUAL EMPLOYMENT OPPORTUNITY

At BBBS we are committed to providing an environment of mutual respect where equal employment opportunities are available to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or disability.