



Position Title: Big Brothers Big Sisters (BBBS) REACH Program Intern

Reports To: REACH Coordinator

Position Summary:

The BBBS REACH Program Intern is integrated into the work of this high functioning social service agency aimed at positive outcomes for youth. Hands-on experiences for the REACH Program Intern include (but are not limited to): program administration, program record-keeping, social marketing, event planning and implementation, positive youth development and relationship-building activities, and group facilitation.

The REACH Program Intern is available to interested candidates who are students at a post-secondary institution. The position requires a commitment at least 5-10 hours per week for at least 12 weeks. The REACH Program Intern will receive an overview and training in the BBBS Service Delivery Model, child safety, positive youth development strategies/outcomes, and comprehensive web-based data capture systems, event planning, and customer service. The Program Intern will receive supervision, coaching, and support from BBBS REACH Coordinator and Director of Match Support and Youth Outcomes.

The BBBS REACH Program Intern is housed at BBBS offices in downtown Milwaukee. They will work in-office, as well as at various on-site locations at BBBS-sponsored events. As such, having a means of transportation is highly recommended, but not mandatory.

Position Qualifications – Competencies and Skills:

- Able to complete a variety of responsibilities with excellent attention to detail.
- Capable of maintaining multiple projects using strong organizational skills.
- Able to effectively communicate to various constituents in a variety of settings.
- Flexible and knows how to work effectively on team-based projects.
- Outgoing and articulate; able to maintain rapport with children, as well as adults.
- Feels comfortable working in groups and facilitating activities.
- Has experience and is competent working with computers and data management software; has demonstrated accuracy in data entry and record maintenance.
- Can operate independently and is punctual, reliable, and conscientious.
- Maintains a respectful demeanor and can capably maintain confidentiality.
- Has a passion for child well-being and is committed to the mission of Big Brothers Big Sisters, including being a champion for child safety and positive youth outcomes.

Position Responsibilities:

Assist with Community-based REACH activities:

- Provide administrative support including ticket distribution, coordinating mailings, and managing online registration lists.
- Assist with the creation of REACH educational/support materials and resources for program participants.
- Assist with picking up gift in kind donations as needed.
- Storage management for supplies for the agency.



Big Brothers Big Sisters
of Metro Milwaukee

- Assist with staffing occasional weeknight evening and weekend Community-based REACH match activities with event set-up, registration, food service, and break-down/clean-up.
- Administering surveys.
- Additional opportunities for project work related to program participant education and engagement, depending on time and interests of the selected candidate.

Agency Requirements

Physical Demands

The physical demands at BBBS are representative of those that must be met by an intern to successfully perform the essential functions of this internship. Interns who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Performing the essential responsibilities of this internship, the intern is regularly required to sit, operate computers and other office equipment, complete filing tasks and use written and oral communication skills. The intern may be required to transport or move up to 20 pounds.

BBBS provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability. BBBS operates under an Affirmative Action Policy.

Work Expectations

Intern must be able to view differences between individuals (race, gender, age, cultural heritage, physical ability, education and lifestyle) as an asset and demonstrate an appreciation of the diversity within Big Brothers Big Sisters and the youth served by the agency.

The above statements reflect the essential responsibilities and competencies considered necessary to achieve BBBS's Agency goals. Other tasks may be assigned, based on agency needs at the request of the department's supervisor or the CEO.