



## **Program Volunteer/ Practicum Student/ Program Intern**

Summary: Assists in the coordination and implementation of Athletic, Cultural Arts, Education and recreational programs for Mathews-Dickey members by performing the following

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Assists in implementation of the Mathews-Dickey programs, including but not limited to, athletics, education, music, dance, Cultural arts and crafts, swimming, social recreation and games. Assists in adapting programs to meet needs of each member.

Cleans, maintains orderly program areas, and program equipment, and ensures appropriate inventory and maintenance of equipment and materials.

Reports equipment needs to Program Directors/Athletic Director

Leads recreation and leisure time activities for Program Director/Athletic Director who are enrolled in Elective(s) or activities

Implements program objectives and collects data on clients' performance on objectives; turns in monthly data to Program Director/Athletic Director.

Completes other paperwork as assigned by the Program/Athletic Director or Executive Staff.

Uses appropriate behavior modification techniques to manage members inappropriate behavior by following established behavior programs.

Provides support to other departments by providing additional services for children, including personal care, supervision during leisure time, and behavior management support, as directed by the Program/Athletic Director.

Transports members to and from classes, sessions, recreation outing and/or special events safely, following successful completion of rules of Mathews-Dickey.

To implement traditional-style Athletic, Education and Cultural Arts programs for youth ages 5-18. Each of the program locations will have a Mathews-Dickey staff member. Our Staff are the backbone of our programs and therefore, we pride ourselves in giving them an incredible amount of support. As a Program Practicum Student/ Intern, we guarantee you will feel a part of the MD Program Team!

You will be an active participant in Mathews-Dickey program activities and will assist the Program Director with a variety of daily tasks, all with the goal of creating a memorable and meaningful program experience for your Program Director/Athletic Director. Our program volunteer/ practicum student/ program interns interact with our Program Director/Athletic Director throughout the entire day, helping them make friends, try new things, and generally caring for their well-being. The role of a Program volunteer practicum Student/ Intern is to participate, build relationships and have fun while ensuring the physical and emotional safety of every child.

**\*Mathews-Dickey Boys' & Girls' Club is located at 4245 N. Kingshighway Blvd., St. Louis, MO 63115**  
**\*Volunteer/Program practicum/ Interns spaces securable are 10-15 Washington University students**  
**The Days and times of availability are Mondays through Fridays 3:00PM-6:30PM.**  
**The Start date is September 16, 2019-December 13, 2019.**  
**Please contact Mrs. La Juan Williams at (314)679-5242 for more information.**

#### **Volunteer/Practicum Student/Intern Qualities preferred:**

- Ability to work with children to grow in character, experiences and insights
- Ability to guard the health and well-being of members at all times
- Prior experience working with children
- Enthusiastic, Responsible, Dependable, Level-Headed, Flexible, and Calm in all situations
- Completed at least one year of college or equivalent
- CPR/First Aid Certified OR willing to become certified before the summer begins

#### **Volunteer/ Practicum Student/ Intern Responsibilities**

- Work with group of Program Director/Athletic Director and provide a fun, safe and exciting program experience
- Cooperate with fellow Practicum students/interns, Program Director/Athletic Director
- Greet families and Program Director/Athletic Director upon arrival
- Support Program Director in establishing rules and emergency procedures with Program Director/Athletic Director
- Participate in all program activities
- Help out where needed and lead activities when asked to by the Program Director/Athletic Director

#### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience:**

High school diploma or general education degree (GED); or one to two years related experience and/or training; or equivalent combination of education and experience.

#### **Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of managers, clients, and the Program Practicum Student/Interns of the organization.

#### **Mathematical Skills:**

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Physical Demands:** The physical demands described here are representative of those that must be met by an Program Practicum Student/Intern to successfully perform the essential functions of this job.

While performing the duties of this Job, the Program Practicum Student/Intern is regularly required to reach with hands and arms and talk or hear. The Program Practicum Student/Intern is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The Program Practicum Student/Intern must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an Program Practicum Student/Intern encounters while performing the essential functions of this job. While performing the duties of this Job, the Program Practicum Student/Intern is regularly exposed to outside weather conditions. The Program Practicum Student/Intern is occasionally exposed to wet and/or humid. The noise level in the work environment is usually loud.