

Boys, Girls, Adults Community Development Center

Marvell, Arkansas

Purpose of the Organization/ Program:

The mission of BGACDC is to provide social, educational, recreational, health, housing and economic development for low-to-moderate-income residents of the Marvell School district.

Job Title or Position:

BGACDC Shepherd Intern

Expectations/ Responsibilities of the Position:

The intern will work on current BGACDC initiatives in topic areas that include Youth and Family Services, Housing, and Community & Economic Development. She or he can expect to have various duties depending on current BGACDC needs. In addition, the intern can expect to spend substantial amount of time participating in BGACDC's Summer Day Camp/Freedom School program. Responsibilities may include:

- (1) Shadow the Executive Director and assist as needed.
- (2) Conduct fundraising research
- (3) Write grant reports to funders.
- (4) Take pictures at BGACDC events.
- (5) Prepare BGACDC newsletters.
- (6) Engage in one long-term project in line with BGACDC's current priorities.
- (7) Assist in the operation of a 50 student summer day camp.
- (8) Work with local Freedom School Servant Leader Interns as they deliver the Integrated Reading Curriculum to a class of ten students, according to the standards developed by the Children's Defense Fund and BGACDC.
- (9) Assist in the set-up and breakdown of classroom space, including securing and organizing the appropriate materials.
- (10) Participate in Freedom School's morning Harambee.
- (11) Chaperone Freedom School field trips

Qualifications:

Intern needs to have a desire to learn and understand poverty in the rural area, as well as the ability to interact with people of different backgrounds. He or she must also have good writing skills and basic computer abilities.

Working Conditions:

The intern will be expected to work from 8-5 daily. Attire is casual or semi-casual.

On-Site Supervisor:

Beatrice Shelby, Executive Director
P. O. Box 1356
Marvell, AR 72366
T: 870-829-3274 ext. 1
Email: bshelby@suddenlinkmail.com

All activities related to the Summer Day Camp will be supervised by:
Louis Bennet, Youth Coordinator

Preparation:

Prior to beginning work, the intern should carefully read the BGACDC Vision Statement and should review its current services. Both can be found on the BGACDC website.

To best prepare for the assignment, interns should also read the books: *Who Moved My Cheese*, *What's in My Backpack*, and *Nothing is Impossible*.

Additional Comments:

BGACDC can use two interns, providing one has grant writing skills