



JOB DESCRIPTION

POSITION TITLE: Bridge Builders® Facilitator Intern

REPORTS TO: Director of Bridge Builders®

POSITION DESCRIPTION: This is an unpaid internship for the following purpose: intern will serve as a trained facilitator in BRIDGES youth programs. The intern will be responsible for leading and/or co-leading groups of 15 - 20 adolescent youth through experiential learning activities and discussions focused on leadership, diversity and community action.

INTERNSHIP HOURS AND REQUIREMENTS: Intern will facilitate Bridge Builder meetings and events and provide support to the Bridge Builders program team in community outreach, participant tracking and evaluation. Hours will vary week to week and include **evenings (4-8pm)** and **Saturdays**. This unpaid internship may be eligible for academic credit; please contact your university/college faculty adviser about this.

To apply: Go to www.bridgesusa.org/internships and complete the online application. Your resume and cover letter must be attached to the application.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Facilitate and/or co-facilitate groups of 15 - 20 youth through experiential learning activities and discussions focused on leadership, community and social justice issues in Memphis.
2. Attend Bridge Builders® meetings and events held during the evenings and on Saturdays; participate in curriculum training and review prior to meeting/event.
3. Assist staff in preparing and setting up for meetings/events, student check-in and dismissal.
4. Create relationships and establish rapport with students; provide a safe group-learning environment.
5. Participate in all trainings and events as part of BRIDGES Corps volunteer program.
6. Perform administrative tasks, including tracking of student and volunteer attendance, correspondence and mailings, as needed.
7. Maintain level of respect with students and confidentiality of student information, EXCEPT in suspicion of abuse or declaration of abuse. (*Refer to training documents.)
8. Other reasonable duties as assigned by the Director of Community Engagement, Director of Bridge Builders and/or Bridge Builders staff.

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS:

1. Must possess a high school diploma or equivalent.
2. Must be available nights and weekends; must have access to reliable transportation (public or private) that will allow you to both attend and arrive on time at meetings and events held at BRIDGES and/or throughout Memphis.
3. Be familiar with and committed BRIDGES and its mission/values.
4. Possess high-energy, enthusiasm and strong initiative.
5. Be able to speak comfortably and effectively in front of large and/or small groups.
6. Have a genuine interest, knowledge and passion for working with a diverse population of adolescent youth, college students and adults.

7. Value diversity and seek out opportunities to interact and learn in diverse settings; ability to work in a diverse team.
8. Experience and/or interest in experiential/adventure education.
9. Exhibit strong professionalism at all times as well as a strong commitment to lifelong learning.
10. Strength in developing and maintaining positive working relationships where open communication exists with BRIDGES staff, other facilitators and participants.
11. Must pass background check and drug screen after offer and prior to start date.

PHYSICAL DEMANDS:

1. Intern will regularly participant in high-energy activities that require running, stooping, etc.
2. While performing the duties of this position, intern is regularly required to walk, talk, see and hear.
3. Specific vision abilities required by this job include close vision and the ability to adjust focus.
4. Requires ordinary ambulatory skills sufficient to visit departments at BRIDGES Center and to attend any sessions held off campus.
5. The Intern is frequently required to stand; walk; use hands and fingers to operate, handle, or feel objects, tools or controls; and reach with hands and arms.
6. The Intern must occasionally lift and/or move up to 25 pounds unassisted.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EOE – M/F – V/H

I certify that there is nothing that will prevent me from performing the duties as outlined above.

I understand and acknowledge that this position is an *unpaid* intern position, and I have no expectation that it will become a full-time or part-time BRIDGES position. I also acknowledge and understand that this internship is a beneficial learning and development experience for me.

Signature, Intern

Date

Site Supervisor

Date