



Big Brothers Big Sisters
of Eastern Missouri

Year Round Practicum Opportunities

Spring, Summer & Fall Semesters

School Based Intern/Practicum

PRACTICUM DESCRIPTION:

Basic Function /Duties:

- Assists with recruitment, enrollment, matching and support of clients and volunteers in school based mentoring programs.
- Assists in the delivery of the school based programs at off-site locations

DESIRED LEVEL & SKILLS:

Must be flexible and motivated to work with youth and volunteers, must have great interpersonal, rapport and relationship building skills, and must have solid written communication skills. Desire an undergraduate or graduate with a major in social work, psychology, counseling, education or child development. Must have a car.

Enrollment Intern/Practicum

PRACTICUM DESCRIPTION:

Basic Function /Duties:

- Conduct volunteer interviews for program involvement.
- Conduct in home client and parent/guardian interviews & in school client interviews for program involvement.
- Conduct volunteer and client reassessments, update and program file conversions.
- Identify appropriate matches between clients and volunteers to ensure that the match has the opportunity to last over 12 months to achieve a true friendship.

DESIRED LEVEL & SKILLS:

The internship is open to all majors, yet we're seeking an individual who is interested in directly serving youth, volunteers and families.

Community Based Intern/Practicum

PRACTICUM DESCRIPTION:

Basic Function /Duties:

- Responsible for building, developing, and maintaining relationships between Volunteers and Clients, especially focusing on those relationships that are struggling and need attention.
- Provide crisis intervention for families and volunteers, identifying needs, providing resources and facilitating referrals.
- Develop and lead special projects as assigned - match activities, trainings, support groups.

DESIRED LEVEL & SKILLS:

The internship is open to all majors, yet we're seeking an individual who is interested in directly serving youth, volunteers and families/program planning/case management.

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Project Management Intern/Practicum

PRACTICUM DESCRIPTION:

Basic Function / Duties:

- Assist on agency wide events and projects (special events, recruitments, match activities and trainings)

DESIRED LEVEL & SKILLS:

The internship is open to all majors, yet we're seeking an individual who is interested in marketing and communications/project management or public relations.

Fund Development Intern/Practicum

PRACTICUM DESCRIPTION:

Basic Function / Duties:

- Attend donor meetings & conduct donor research
- Foundations/corporate proposal writing
- Scheduling appointments

DESIRED LEVEL & SKILLS:

Should possess strong skills in writing and general knowledge of computer applications and programs. A strong attention to detail and accuracy required.

Human Resource Intern/Practicum

PRACTICUM DESCRIPTION:

Basic Function / Duties:

- Assist in the implementation of employee trainings
- Assist in the tracking of staff evaluations & trainings
- Help in the creation of departmental initiatives (greening the workplace, staff incentives & recognitions etc.)
- Assist in the hiring process

DESIRED LEVEL & SKILLS:

The internship is open to all majors, yet we are seeking an individual who is interested in workplace moral and human resource management.

Research Intern/Practicum

PRACTICUM DESCRIPTION:

Basic Function / Duties:

- Assists with the Program Outcome Evaluation (POE) and Satisfaction Survey process for all volunteers, children, and parent/guardians
- Assists in completing data entry, data analysis, and creating detailed comparison reports for publication regarding the POE and Satisfaction Survey
- Assists in reviewing data, and provides feedback for reports concerning project

DESIRED LEVEL & SKILLS:

The internship is open to all majors, yet we're seeking an individual who is interested in evaluation and possesses great skills in analysis, organization, and accuracy, as well as excellent written communications skills.

TO APPLY:

Please send resume to Julie Stauthammer at jstauthammer@bbbsemo.org

Or call with questions - 314-633-0036

www.bbbsemo.org