**Academy of Business & Finance**

*~ Internship Posting Form ~*

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| **Company Name:** | **Boys & Girls Club of Eden-Lake Shore** |
| **Company Address:** | **8284 North Main Street**  **Eden, NY 14057** |
| **Contact Name:**  (Supervisor’s name who is reviewing applicant paperwork) | **Julia Aleksandrowicz**  **Unit Director** |
| **Contact Person**  **Phone Number:** | **992-2702** |
| **Contact e-mail address** | **julia@bgcedenlakeshore.org** |
| **Start Date:** | **June 28, 2019** |
| **Job Description**:  *Specific Details of Responsibilities*  *May attach a specific job description* | **Assist with developing programming for upcoming school year**  **Assist with implementing summer programming for youth ages 7-16** |
| **Recommended Skills:** | **PC Skills – Mircosoft Word, Excel, Google Docs**  **Strong Organizational Skills helpful ! Candidates should be responsible, outgoing, able to learn quickly, work independently and be self motivated & be able to multi-task. Intern may be required to work in the office as well as work with children.** |
| **Posting Deadline Date**: | **May 31, 2018** |
| **Pay Rate:** | **Scholarship** |
| **No. of Positions Available:** | **2** |
| **Job Application Required** | **NO** |