



Big Brothers Big Sisters
of South Central Kentucky

Bowling Green Office:
716 E. 10th Avenue
Bowling Green, KY
42101
www.BBBSKY.com

Internship Spring 2012

Big Brothers Big Sisters, a national mentoring organization, is seeking interns for the 2012 Spring Semester for their Bowling Green and Glasgow offices. This is not a paid internship.

MINIMUM EDUCATIONAL AND SKILL REQUIREMENTS

Attending Western Kentucky University. Area of studies can include Communications, Marketing, Sociology, Family/Child Studies, Psychology or other related fields. Must have excellent communication skills, both written and oral. Must have computer knowledge. Must have reliable means of transportation. Must be well organized and have the ability to work independently with a minimum of direct supervision. Must be available for a minimum of FIFTEEN hours per week.

POSITION RESPONSIBILITIES AND DUTIES:

The Intern will be responsible for assisting the Special Events Director with the agency's biggest annual fundraiser, Bowl For Kids' Sake. The intern will gain valuable knowledge and skills in fund development strategies, including planning and implementing a national non-profit fundraising event. Individuals will also be able to become acquainted with Big Brothers Big Sisters' "Service Delivery Model" for the Community-Based Mentoring and School-Based Mentoring programs through trainings, shadowing, and observation opportunities.

Duties include:

- Contact individuals and coordinators from various businesses throughout the community regarding participation in Big Brothers Big Sisters' fundraising events, including sponsorship, team recruitment and prize solicitations.
- Assist in public relations/volunteer recruiting activities for the program. This includes such activities as contacting or making presentations to business organizations, civic groups, church groups, etc.
- Assist staff in planning, organizing, and executing all Bowl For Kids' Sake events, including a "Collge Bowl", "Community Bowl" and "Glasgow Bowl".
- Performs other duties at the request of the Special Events Director & CEO.

**Interested applications can contact CEO, Brian Becker
at (270) 781-1180 for more information**



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