



Opportunity Descriptions

The Boys and Girls Club of Vista is looking for community members who want to use their skills and knowledge to make a positive impact. Depending on your area of interest/study, BGC Vista will match your skills with an opportunity. We have a plethora of opportunities for volunteer/ interns/mentors to work directly with: our club members, our staff, our Vice President of Development or even independently if that aligns with your area of interest.

Please e-mail your Volunteer Application to sierra@bgcvista.com expressing your specific area(s) of interest.

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Event Coordinator Intern

The Event Coordinator Intern plays a significant role in planning an event, ensuring that event is well-coordinated, and overseeing event-day logistics.

Some of the responsibilities may include:

- Organizing the annual Bike-a-Thon and Club Member Olympics
- Attend and volunteer with day-of logistics
- Coordinate volunteers for the event
- Help with graphics and promotions
- Act as “host” for the event
- Develop and provide event evaluation forms when applicable and solicit feedback from attendees

The Event Coordinator Intern will work directly with the Vice President of Development with the goal of creating a fun and successful event.

All volunteers must fill out a Boys and Girls Club of Vista Volunteer Application which can be found in the Get Involved tab at bgcvista.org

This form can be e-mailed to sierra@bgcvista.com

Once we have interviewed you for the position, we will then administer a background check in order for you to officially start volunteering.

If you enjoy working in an environment with positive people, your volunteer time would only increase our ability to make a real difference in the community and help create great futures.

Position Impact: As the Event Coordinator Intern you will bring joy to youth ages 5-14 after a long day of virtual learning. Having a position devoted to planning events for our Club members will allow staff to focus on completing other tasks to ensure that Club members continue to have a clean and safe environment during their time at the Club.

Social Media Marketing Intern

Are you creative? Do you enjoy design? Do you love social media? Complete your service learning with the Boys and Girls Club of Vista! We would love for you to gain experience while also getting the opportunity to give back to your community. During this service-learning opportunity, the intern's primary responsibility is to assist in the planning and coordinating of all social media marketing and business development programs at the Boys & Girls Club aimed to increase Club membership, awareness and financial support. The intern will serve as an assistant to the Development Team.

Skills	Tasks
<ul style="list-style-type: none">• Ability to effectively communicate orally and in writing• Self-motivated to take initiative to complete various tasks• Must be able to function effectively in a team environment• Must be an organized, responsible and professional individual.• Must be competent in the use of Microsoft office suite (Word, Excel, PowerPoint, etc.)• Knowledge of Social Media Platforms: Facebook, Instagram, Twitter, and LinkedIn are required<ul style="list-style-type: none">• Knowledge of TikTok and Twitch is a bonus• Ability to curate content for all platforms that engages our audience• Ability to grasp new platforms and ideas quickly• Knowledge of Buffer is a plus• Must be studying for a degree in Marketing or Business-related degree	<ul style="list-style-type: none">• Curate and schedule content across all social media platforms weekly• Create flyers and mailings as needed to help support the needs of the Club• Use content to increase engagement and boost Club membership, awareness and financial support• Highlight activities at Club across all social media platforms• Spotlight staff as well as Club members to increase engagement of followers on all social media platforms.• Create a TikTok in order to increase the Club's reach on social media• Create a Twitch account for fundraising purposes and brainstorm ideas.

Position Impact: As the Social Media Marketing Intern you will be highlighting all that BGC Vista offers their community. This position will help boost our engagement and reach on social media to increase community support, give staff a spotlight to acknowledge all of their hard work and help showcase Club member abilities to further opportunities.

Digital Marketing Intern

Skills	Tasks
<ul style="list-style-type: none">• Experience executing social media campaigns• Studying for a Bachelor's degree in marketing or business• Must be able to juggle multiple projects at the same time• Incredible attention to detail• Full understanding of all social media platforms• Problem solving skills• Excellent computer knowledge• Writing and proofing skills are also required.• Excellent communication skills (written and verbal) and administrative skills• Ability to work independently and complete assigned tasks within identified time frames• Organized, dependable and detail oriented• Team Player• Quick Learner and Efficient	<ul style="list-style-type: none">• Analyze digital data to draw key recommendations around website optimization• Conduct social media audits to ensure best practices are being used• Maintain digital dashboard of several different accounts• Coordinate with sales team to create marketing campaigns• Prepare emails to send out to customers• Monitor key online marketing metrics to track success• Create and maintain online listings across e-commerce platforms• Ensure that the brand message is consistent• Prepare images to coincide with social and blog posts• Assist with video production (shooting, editing, etc.)• Other projects as assigned

Position Impact: As the Digital Marketing Intern you will grab the attention of the community to gain community/donor support. Through your creative efforts the community will see what an extraordinary organization the Boys and Girls Club of Vista is for its Club members.

Blog Intern

Skills	Tasks
<ul style="list-style-type: none">• Knowledgeable about Microsoft Office• Excellent writer who can engage our audience• Prior experience with blogging is preferred but not required• Organized and manages time efficiently• Eager to start• Easily picks up new tasks and skills• Studying for a degree in Communications or a related major	<ul style="list-style-type: none">• Create two blog posts monthly, topics may include but are not limited to:<ul style="list-style-type: none">◦ Youth development◦ Trends in education◦ The Club• Present as subject matter experts• Pitches new ideas that fit well with Club purpose and mission•

Position Impact: As the Blog Intern you will dive into topics that align with our Club's purpose and mission to spark community interest. By sharing creative and insightful pieces, our community and Club members will leave inspired and excited for your work week after week.

Development Intern

Skills	Tasks
<ul style="list-style-type: none">• Proficient in Microsoft Office• Self-starter• Problem-solving skills• Organized, dependable and detail oriented• Quick Learner and Efficient• Knowledge of Squarespace is a plus	<ul style="list-style-type: none">• Data entry• Creating and sending Thank-you letters for donors• Updating the Website using Squarespace• Helping plan various fundraisers

Position Impact: As the Development Intern you will assist in sharing the value that the Boys and Girls Club of Vista gives to our community in hopes of gaining donor/community support. By helping plan fundraisers and maintain donor relationships you will ensure that the Club gets the necessary support to continue giving its Club members the support needed to succeed.

Holiday ‘Adopt a Family’ Program Coordinator Intern

Skills	Tasks
<ul style="list-style-type: none">• Proficient in Microsoft Office• Friendly• Organized• Professional	<ul style="list-style-type: none">• Find donors to participate in program and match to fulfill requests of Club recipients• Organize recipient pick up• Keep recipients anonymous

Position Impact: As the Holiday ‘Adopt a Family’ Program Coordinator Intern you will be making the holidays possible for parent who wouldn’t otherwise be able to afford making it special for their kids. By bringing in donors and matching them with the anonymous recipients you are leaving lasting memories that will last a lifetime for Club families.

Homework Help: Ages K-12th

Skills	Tasks
<ul style="list-style-type: none">• General K-12 knowledge in core subjects• Ability to communicate openly & help members better understand curriculum concepts	<ul style="list-style-type: none">• Assist members with daily homework.• Help keep members on task, quiet, and focused on completing their school assignments.• Keep members motivated to complete their school assignments• Review completed homework for errors.• Assist in cleaning program area after completion of activity.

Position Impact: As a Homework Helper Volunteer for any and all ages you will be devoting your time to the betterment of students that are struggling. Not all students have parents at home that can help them with their homework. Not all students are getting the necessary one on one attention that is needed at the Club because of the number of students that may have issue or are struggling keeping up with virtual learning. Spending a few hours a week to help a Club member will keep them on track and give them a new found love for learning.

Sports Volunteer

Skills	Tasks
<ul style="list-style-type: none">• General Knowledge of the game• Partake in the sport• Some experience working with children• Time availability• Patience• Positive attitude• Has taken some type of training course• Some experience officiating	<ul style="list-style-type: none">• Teach basic rules of the game to youth members -Encourage members to participate and excel at the sport• Hold practices and attend games• Inform parents about upcoming games and other activities

Position Impact: As a Sports Volunteer you will be getting the kids up and moving after a long day of virtual learning. The Boys and Girls Club of Vista knows how important it is for Club members to get up and moving in order to contribute to a healthy lifestyle. By donating your time and engaging our Club member in various sports activities they will be able to live a healthier and happier lifestyle starting at a younger age.

Arts and Craft Volunteer

Skills	Tasks
<ul style="list-style-type: none">• Advanced skills in the arts including: art design, digital arts, theater, and other visual art outlets• Ability to lead small groups in art projects	<ul style="list-style-type: none">• Assist art instructor with projects• Interact with members• Give positive reinforcements while members work on projects• Lead activities as needed Assist in cleaning program area after each project

Position Impact: As an Arts and Crafts Volunteer you will be giving our Club members a creative outlet to let loose after a long day of virtual learning. Allowing our Club members to express themselves and share their creative side may spark an interest that could last a lifetime.

Videographer Volunteer

Are you passionate about film? Do you enjoy shooting and editing short videos? Are you interested in gaining experience for your future craft? The Boys and Girls Club of Vista is looking for a videographer to shoot and edit content of our kiddos to share on our social media platforms and website. Volunteering would be for various activities and events that are held at the Club. If you want to help, please send some of your previous work and the volunteer application (located on bgcvista.org) to sierra@bgcvista.com.

Position Impact: As a Videographer Volunteer you will be sharing the wonderful work that our Club does on a daily basis and for special events by sharing your incredible work with the community. Having work that showcases not only our Club member but our staff and leadership as well will be beneficial in showing the value that the Boys and Girls Club of Vista brings to our community.

Photographer Volunteer

Do you enjoy photography? Are you interested in growing your portfolio? The Boys and Girls Club of Vista is looking for a photographer who is passionate about their craft and is looking to gain experience. We are looking for a photographer who has their own equipment and is willing to shoot various events and activities that take place at the Club. Your content would be shared on our social media platforms where you would receive credit for your work. If you are interested and excited to help, please send some of your previous work and the volunteer application (located on bgcvista.org) to sierra@bgcvista.com.

Position Impact: As a Photographer Volunteer you will be sharing the wonderful work that our Club does on a daily basis and for special events by sharing your incredible work with the community. Having work that showcases not only our Club member but our staff and leadership as well will be beneficial in showing the value that the Boys and Girls Club of Vista brings to our community.

Group Activity Lead/Volunteers

The Boys and Girls Club of Vista is seeking both a Group Activity Lead and Group Activity volunteers to curate/ coordinate/ run activities to entertain club members post virtual learning. Activities can range from educational, fitness, and arts & crafts. The Group Activity Lead volunteer should be able to take control of the room and gain the attention of anywhere from 10-20 club members. This volunteer will be assisted by other volunteers as well as staff members to ensure their activities run smoothly. If you are interested, please e-mail sierra@bgcvista.com detailing past experience and ideas you have for your future service.

Position Impact: As a Group Activity Lead/Volunteer you will bring joy to youth ages 5-14 after a long day of virtual learning. Having a position devoted to curating/coordinating/running activities for our Club members will allow staff to focus on completing other tasks to ensure that Club members continue to have a clean and safe environment during their time at the Club.

Garden Maintenance Lead/Volunteer

The Boys and Girls Club of Vista is looking for both a lead volunteer and volunteers to take care of the garden at the Club. Tasks may include but are not limited to directing fellow volunteers on tasks, pulling weeds, clearing debris in the surrounding areas of the garden, plants various items, etc. Previous gardening experience is not required but is helpful. If you feel you can help, please e-mail sierra@bgcvista.com expressing your interest.

Position Impact: As a Garden Maintenance Lead/Volunteer you will be bringing light back to the Club's garden. Our Program Director initially started the garden and now needs help getting things back in line and bringing it back to life. The garden is used to serve the Career Launch and Children's Food Garden programs to teach the Club members about farm to table healthy eating. With your help we will be able to get these programs back up and running.

Technology: 3-D Printer/Software Updating

Do you love tech? Are you knowledgeable about 3-D printer? The Boys and Girls Club of Vista needs your help! We are looking for volunteers to assist in various tech tasks to keep our club running. Tasks may include but are not limited to: setting up and updating computers/other devices, troubleshooting devices, 3-D printer set up, 3-printer 'training' for staff members, etc. If you feel you can help, please e-mail sierra@bgcvista.com expressing your interest.

Position Impact: As a Technology Volunteer whose focus is the 3-D Printer and Software Updates, you will leave a large impression on BGC Vista. You will not only keep the Club's computers up and running in the Gamesroom and throughout the Club, but you will also share your love and knowledge of technology with our 3-D for our Club members to grow their skills and interests. You will also be expanding the knowledge of our staff members as well since many have never operated a 3-D printer before.

Technology: Computer Troubleshooting

The Boys and Girls Club of Vista is looking for a lead volunteer to direct others to ensure that Club members of all ages are receiving the necessary technical support during their virtual school day. Being that most schooling has moved online you can only imagine the struggles that arise when it is time to login-in in the mornings. Having some extra hands would greatly benefit not only the club members but would allow staff members to plan for fun free time once school is completed. Having experience using Zoom as well as how to operate iPads, ChromeBooks and other school issued devices is required. If you feel you can help, please e-mail sierra@bgcvista.com expressing your interest.

Position Impact: As a Technology Volunteer whose focus is Computer Troubleshooting you will be relieving stress for both Club members and staff. Since most are learning as they go with distance learning, the technical errors that arise during the day cause frustration and make the learning experience at times unenjoyable. With your expertise Club member will have a new found love for learning and both staff and Club members will be able to tackle technical errors that arise in your absence.

Music Volunteer

Do you enjoy music? Do you enjoy working with kids? Well look no further, the Boys and Girls Club of Vista is just the place for you! We are looking for individuals who are passionate about music and are patient enough to teach our club member the basics on a piano, guitar, drums or even carrying a tune. Having prior experience teaching as well as recording studio experience and knowledge is a major plus! If you feel you can help, please e-mail sierra@bgcvista.com expressing your interest as well as your musical expertise and background.

Position Impact: As a Music Volunteer you will be giving our Club members a creative outlet to let loose after a long day of virtual learning. Allowing our Club members to express themselves and share their creative side may spark an interest that could last a lifetime.

Reading and Poetry Volunteer

The Boys and Girls Club of Vista is seeking reading/poetry volunteers who are patient, knowledgeable, friendly, and enjoy working with children. We host a wide range of ages here at the Boys and Girls Club, so based on your preference we will pair you accordingly. As a volunteer you will be expected to take time to focus on the students' personal and individual development through encouragement and praise. Have fun while helping the student(s) develop the necessary literacy and life skills to be successful this year and beyond! If you feel you can help, please e-mail sierra@bgcvista.com

Position Impact: As a Reading or Poetry Volunteer you will be helping Club members improve their literacy and spark their interest in reading and poetry. Taking the time to read to and teach our Club members about poetry will help improve their skills and make them better students over time.

Dance Volunteer

The Boys and Girls Club of Vista is seeking a Dance volunteer to get our club members of all ages and abilities up and moving. Due to most schools switching to distance learning because of COVID we have found that our club members are in need of getting rid of that pent-up energy. You would have a staff member and roughly 15 club members per session. If you are interested please e-mail sierra@bgcvista.com

Position Impact: As a Dance Volunteer you will be giving our Club members a creative outlet to let loose after a long day of virtual learning. Allowing our Club members to express themselves and share their creative side may spark an interest that could last a lifetime. Additionally, The Boys and Girls Club of Vista knows how important it is for Club members to get up and moving in order to contribute to a healthy lifestyle. By donating your time and engaging our Club member with dance they will be able to live a healthier and happier lifestyle starting at a younger age.

Fitness Volunteer: Jazzercise/Zumba

The Boys and Girls Club of Vista is seeking out Fitness volunteers who are well versed in Jazzercise. Due to most schools switching to distance learning because of COVID we have found that our club members are in need of getting rid of that pent-up energy. You would have a staff member and roughly 15 club members per session. If you are interested please e-mail sierra@bgcvista.com

Position Impact: As a Fitness Volunteer who specializes in either Jazzercise or Zumba, you will be getting our Club members up and moving after a long day of virtual learning. The Boys and Girls Club of Vista knows how important it is for Club members to stay active to contribute to a healthy lifestyle, and by donating your time and engaging our Club member with Jazzercise or Zumba they will be able to live a healthier and happier lifestyle starting at a younger age.