

Job Description

Employee:	
Job Title:	Event Intern
Supervisor:	Executive Assistant / Program Director
Review Period:	

Demonstration of Values	How Measured	Comments	Rating
Performance Goal			
Integrity	<ul style="list-style-type: none"> • Demonstrates highest standards of personal/professional conduct. • Communicates openly and in a timely manner. • Accepts responsibility for actions. 		
Excellence	<ul style="list-style-type: none"> • Improves services and performance. • Supplies Executive Assistant / Program Director with accurate and timely information. 		
Professional Growth	<ul style="list-style-type: none"> • Expands knowledge and skills. • Seeks opportunities to address identified growth areas • Develops a professional development plan continue learning and gain new knowledge in every day applications 		

Organization Performance Metrics (Quantitative Measures)
<p>The Events Intern is responsible for assisting with the planning and execution of special events geared towards kid’s kindergarten through 12th grade. The Events Intern will work in conjunction with the Executive Assistant and Programming Director to organize, host and evaluate these opportunities. Must be able to meet deadlines and work within budget. The Events Intern will work in conjunction with the Programming Director to help with distributing and collecting permission slips for events outside the club. Must be willing to do administrative work as necessary and any other duties assigned.</p>
<p>Events</p> <ul style="list-style-type: none"> • End of School Celebration – May 2017 • Summer Field Trips – June & July 2017 • Kids Birthday Parties – June, August, October and December 2017 • BSU Football Game – September or October 2017 • Muncie Civic Theatre - TBD • Teen Night (Lock In) – TBD • Muncie Central Tailgate – September 2017 • Muncie Central Homecoming – September 2017 • Trunk or Treat – October 2017 • Kid’s Christmas Party – December 2017 • Great Futures Luncheon – January 2018

Events Continued...

- Martin Luther King Jr. Day – February 2018
- Boys & Girls Club Open House Week – March 2018
- Volunteer Appreciate Week – April 2018
- Other events

In addition to event planning, the Events Intern would assist with volunteer management as it relates to events. Volunteer management tasks may include recruitment (Ball State Career Fair), volunteer appreciation week, evaluation and tracking. Also, the Events Interns may work with vendors, but most of the work will be done with adults, not children. The Events Intern will assist with online media to help promote the event.

This internship is project-based and hours will fluctuate depending on the upcoming events and related workload. Some weeks will require less hours than other. Mostly this internship will be Monday through Friday, but some events will be held on the weekend and it will be necessary to attend those events.

Qualifications

- Excellent social and communication skills required.
- Attention to detail, critical thinking and the ability to problem solve.
- Basic public speaking skills / competency.
- Basic graphic design skills and an eye for creating marketing materials, documents and spreadsheets is a must.
- Expected to attend as many events as possible and help with setup and tear down.
- Must be able to lift up to 45 pounds of marketing materials.
- Must have reliable transportation for off-site vendors and venues.

Professional Development (Practices and Behaviors from 360-degree Feedback Report)

Must be able to track each event, including the number of participants and age demographics.

Must create a binder at the end of the internship that shows all events, budgets and outcomes.

Select One	PERFORMANCE SCALE		
Distinguished	D		Performance consistently exceeds position requirements and management expectations. Resourcefulness and depth of knowledge are of the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievements. Assumes responsibility for projects outside of Chart of Work. Serves as a role model, performing with the highest degree of integrity and collaboration. Performance is clearly distinguished above others and significantly contributes to the organization's goals. Recognized as exceeding requirements by those served and supported.
Commendable	C		Performance is consistently characterized by high quality and quantity of work that exceeds expectations. The employee demonstrates outstanding skills, abilities and professionalism. Assignments are accomplished in a highly effective manner with limited guidance and direction. New projects are enthusiastically assumed.
Proficient	P		Performance meets all or most management expectations. Employee demonstrates good knowledge of job duties and assignments are accomplished effectively and on time with normal supervisory guidance. Performance is effective, consistent and dependable.
Further	FDN		Performance does not consistently meet expectations. Continued development is necessary in key areas of performance.

	Development Necessary		Requires guidance and supervision to ensure goals are met. Possesses the potential to improve with training and experience.
	Unsatisfactory	UN	Performance falls substantially short and clearly below the acceptable level with respect to key functions of the job. Few, if any, of the expected key results were achieved. Consistently performs below standards for the position. Immediate and substantial improvement is necessary.

Executive Assistant / Program Director Comments		Employee Comments	
Executive Assistant / Program Director Signature	Date	Employee's Signature	Date