

**BOYS & GIRLS CLUBS OF CENTRAL MN**  
**Position Description**

**Job Title:** Human Resources Intern  
**Department:** Administration  
**Reports To:** Human Resources Manager and Human Resources Assistant  
**FLSA Status:** Non-Exempt

**Basic Function:** Human Resources Intern provides HR support in recruitment, staff selection and orientation of new hires.

**Possible Responsibilities Include:**

- Assist with a variety of recruiting efforts, including post positions on job boards/websites, and create recruitment materials
- Assist with external recruiting events such as kiosks and job fairs throughout the community
- Assist with candidate selection
- Assist with orientation including preparing materials
- Assist with Criminal Background checks
- Assist with job description process
- Assist with Employee Appreciation events
- Scan and/or file documents into employee personnel files and Shared drive
- Conduct exit/stay interviews
- Social media knowledge/ability to learn different social media platforms
- Assist with variety of other administrative tasks

**Qualifications:**

- Must be pursuing post-secondary, preferably HR, business, communications, leadership, etc.
- Must pass criminal background check
- Willing and able to commit to at least 15 hours/week for a consecutive time period of at least 3 consecutive months

**Skills required:**

- Ability to use Microsoft Office, specifically Microsoft Excel and Word, competency to learn how to enter data into database
- Strong interpersonal and communication skills
- Ability to work independently and as a team

**\*This is a paid internship at the rate of MN minimum wage for a large employer**

**Deadline:** On-going

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