



**BOYS & GIRLS CLUBS**  
OF SOUTHCENTRAL ALASKA

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	People Operations Intern
<b>DIVISION:</b>	People Operations
<b>SUPERVISOR:</b>	Senior Director, People Operations
<b>STATUS:</b>	Flexible
<b>CLASSIFICATION:</b>	Non-Exempt Intern
<b>SALARY:</b>	\$19.50 per hour

**SUMMARY:** The People Operations Intern will focus on policy creation and updating, ensuring that company policies align with current best practices and legal requirements. This entails thorough research, analysis, and potential collaboration with legal and HR (Human Resources) professionals to ensure compliance and relevance. The People Operations Intern will play a vital role in shaping and maintaining a robust HR framework that fosters compliance, transparency, and employee well-being within the organization.

### **DUTIES AND RESPONSIBILITIES**

The responsibilities of the People Operations Intern are outlined as follows:

- **Assisting in Policy Development, Updating, and Implementation:** The intern will contribute to the development, revision, and execution of HR policies and procedures.
- **Conducting Comprehensive Research:** They will conduct thorough research on industry best practices to inform policy creation and updates, ensuring alignment with current standards and trends.
- **Collaborating on Policy Compliance:** Working closely with the People Operations team, the intern will ensure that all policies adhere to relevant local, state, and federal regulations, promoting legal compliance within the organization.
- **Communication and Distribution:** Working closely with the People Operations team, they will aid in the dissemination of new or revised policies to all employees, ensuring clarity and understanding across the workforce.
- **Supporting HR-Related Tasks and Projects:** The intern will provide support to the People Operations team on various HR-related tasks and projects, contributing to the overall effectiveness of HR operations.
- **Other Assigned Duties:** Additionally, the intern will be expected to perform any other duties as assigned by the People Operations team, adapting to evolving needs and priorities within the department.

### **QUALIFICATIONS**

- Preferred fields of study may include Human Resources Management, Business Administration, Organizational Psychology, or related disciplines
- Possession or pursuit of professional HR certifications such as PHR (Professional in Human Resources) or SHRM-CP (Society for Human Resource Management Certified Professional) can be advantageous

- Completion of coursework in HR management, employment law, organizational behavior, or related areas are favorably
- Previous internships, co-op experiences, or part-time roles in HR-related fields with practical experience, may enhance candidacy
- Exceptional attention to detail and organizational skills
- Strong written and verbal communication skills
- Ability to work independently as well as part of a team
- Proficiency in Microsoft Office Suite
- Excellent verbal and written communication skills
- Ability to achieve and maintain first aid and CPR certification
- Must pass a name-based and fingerprint criminal records background check

### PHYSICAL DEMANDS

- For a People Operations Intern position, the physical demands are typically minimal as the role primarily involves office-based work. However, it is important to note that some physical demands may still be present, albeit to a limited extent.
- **Sitting:** Much of the work may involve extended periods of sitting at a desk or workstation while performing tasks such as data entry, policy drafting, and computer-based research.
- **Typing and Computer Use:** Proficiency in computer use is essential for tasks such as drafting policies, updating documents, and communicating via email or HR software.
- **Light Lifting:** Occasional lifting of lightweight office supplies, files, or documents may be required when organizing paperwork.
- **Standing and Walking:** While most of the work is sedentary, there may be occasional need to stand or walk within the office environment, such as attending meetings or collaborating with colleagues.
- **Repetitive Motions:** Some tasks, such as data entry or document processing, may involve repetitive motions such as typing or using a mouse.
- **Visual Strain:** Extended periods of screen time may lead to eye strain, so taking breaks and practicing proper ergonomics is important.
- **Communication:** Effective communication skills are necessary, which may include speaking clearly and listening attentively during meetings or discussions.

### WORK ENVIRONMENT

- The work environment for a People Operations Intern is typically an office setting within the People Operations department.
- **Office Space:** Interns will typically work in an office environment, either within the POPs department or in a shared workspace with other team members. The office may be open-plan or divided into cubicles or individual offices.
- **Technology and Equipment:** Interns will have access to computers and other office equipment necessary for their tasks. They may also use specialized HR software for tasks such as policy management, data analysis, and communication.

- **Collaborative Atmosphere:** The work environment may foster collaboration and teamwork, with interns interacting regularly with members of the People Operations team and employees from different departments.
- **Professional Atmosphere:** The work environment is typically professional and may involve adherence to code of ethics and standards of conduct. Interns will be expected to maintain a professional demeanor and represent the organization positively.
- **Training and Development Opportunities:** Interns may have access to training and development opportunities to enhance their skills and knowledge in HR.
- **Fast-Paced Environment:** The POPs department often operates in a fast-paced environment, especially during peak times such as recruitment periods or policy updates. Interns should be prepared to adapt quickly to changing priorities and deadlines.
- **Diversity and Inclusion:** Prioritize diversity and inclusion initiatives, and the POPs department may play a significant role in promoting these values. Interns may have the opportunity to participate in or contribute to diversity and inclusion efforts within the organization.
- **Confidentiality and Privacy:** Interns will be expected to handle sensitive information with discretion and maintain confidentiality regarding employee data, HR policies, and other proprietary information.

Overall, the work environment for a People Operations Intern is typically professional, collaborative, and focused on supporting the HR function of the organization to achieve its strategic objectives.

**EQUAL OPPORTUNITY EMPLOYMENT STATEMENT**

Boys & Girls Clubs of Southcentral Alaska is an equal opportunity employer. We are dedicated to upholding the principles outlined in all federal, state, and local laws and regulations concerning equal opportunity. BGCSAK does not discriminate against individuals based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status. This commitment extends to all aspects of employment, including terms, conditions, privileges, and access to BGCSAK facilities.

**ACKNOWLEDGMENT OF JOB DESCRIPTION**

I acknowledge and accept that the above job description serves as our mutual agreement regarding the responsibilities of the position. I understand that BGCSAK management reserves the right to modify this job description at any time, and we agree to comply with any such changes.

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Employee Name

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Signature

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Date

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Supervisor Name

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Signature

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Date

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Human Resources Name

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Signature

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Date