

Sample Job Description:

The intern will primarily assist the Director of Programming in the planning and implementation of summer opportunity programming. Our organization runs a variety of summer enrichment opportunities including academic preparation for over 200 incoming 6th graders and incoming 9th graders, ceramics, and writing courses. Given the student's interest in learning about nonprofit organizations, the intern will be encouraged to attend staff meetings and professional development workshops as well as occasional advisory board meetings to gain exposure to the work of our organization.

Core Responsibilities:

- Supporting the enrollment process for summer camps (reviewing forms, online spreadsheets, rooming assignments, medical logs, etc.)
- Leading break-out camp activities with students and camps (training provided - activities include team challenges, scavenger hunts, crafts, etc.)
- Providing tutoring for morning summer school programs
- Coordinating 9th grade enrichment activities (college tours, assemblies, team challenges, etc.)
- 11th and 12th grade college eligibility advising by working with counselors and students to create their college admission plan
- Updating enrichment opportunities database by reviewing locations, deadlines, websites, etc.
- Review and update Class of 2019 graduation data based on student files
- Supporting research of college guidance best practices for program manuals
- Coordinating student portfolio systems across grade levels