



SUMMER PROGRAM INTERN Job Description

BASIC FUNCTION

The Summer Program Intern is responsible for assisting with the implementation and management of AR Kids Read's (AKR) summer program, Literacy Playground. The Literacy Playground is an engaging, dynamic and camp-themed literacy program designed to reduce summer slide and help students close grade-level reading gaps. The classes will include valuable foundational literacy skill building and reading and writing practice as well as activities that promote social emotional learning and engagement skills. The primary job for the Summer Program Intern is to support the Literacy Playground teacher and work collaboratively with site staff and volunteers to create and sustain a cheerful, respectful and supportive environment for students. Strong applicants will be energetic, creative, and self-motivated. The program sites will be located in Pulaski County.

REPORTING RELATIONSHIP

The intern will report to the Program Coordinator.

POTENTIAL PRIMARY DUTIES & RESPONSIBILITIES INCLUDE

- Commitment of approximately 28 hours per week for 9 weeks, plus onboarding and debriefing,
- Attend and participate in orientation, meetings, and debriefing sessions,
- Assist Literacy Playground Teacher to create a cheerful, safe environment for students,
- Serve as a substitute for the teacher if needed,
- Coordinate volunteers and assist with general volunteer management in the classroom,
- Assist with student pre and post assessments,
- Track student attendance and assist with student registration, and
- Assist with Hoop Session.

QUALIFICATIONS

- Ability to take initiative, employ good judgment, and manage projects from beginning to end,
- Strong communication and technology skills,
- Ability to multitask and manage details,
- Ability to meet deadlines and to anticipate next steps or needs,
- Work effectively both independently and as part of a team,
- Be available Monday through Thursday 9:00 - 3:00 plus additional administrative hours on Friday,
- Must pass drug test and submit to background checks, including child maltreatment,
- Access to reliable transportation to travel between two program sites,
- Currently enrolled in a bachelor's degree program (or hold a bachelor's degree) or equivalent work experience, education major strongly preferred.

BENEFITS

- Résumé-building experience in program management and evaluation and aspects of community relations
- Opportunity to learn about the work of nonprofits and their impact on communities
- Opportunity to build your network
- Class credit and/or internship credit (if applicable)
- Stipend of \$3000 to be paid in full upon completion of Summer 2023 Program

INTERNSHIP DATES

- Week of June 5 - Pre-assessment and teacher and intern onboarding

- Week of June 12 - week of July 24 - Literacy Playground classes - Monday - Thursday with administrative hours on Friday
- Week of July 31 - Post-assessments

TO APPLY

Email resume, letter of interest, and two references to info@arkidsread.org.