



LIBRARY SUMMER PROGRAM INTERN Job Description

BASIC FUNCTION

The Library Summer Program Intern is responsible for assisting with the implementation and management of AKR @ the Library. AKR @ the Library is a free summer tutoring program for students who are 6 months to a year behind in reading. The program's goal is to reduce summer slide and help students close grade-level reading gaps. The primary job for the Library Summer Program Intern is to provide implementation support for the tutoring program at 2 - 3 library sites. The intern will work collaboratively with library site staff and volunteer tutors to create and sustain a cheerful, respectful and supportive environment for students. Strong applicants will be energetic, creative, and self-motivated. The library program sites will be located in Pulaski or Faulkner Counties.

REPORTING RELATIONSHIP

The intern will report to the Library Program Director

POTENTIAL PRIMARY DUTIES & RESPONSIBILITIES INCLUDE

- Commitment of approximately 12 hours per week for 7 weeks, plus onboarding and debriefing
- Attend and participate in orientation, meetings, and debriefing sessions
- Facilitate tutoring sessions which includes greeting, checking in, and supporting tutors, students, and families
- Administer student pre and post assessments
- Manage substitute scheduling and serve as a backup substitute as needed
- Work closely with the Library Program Teacher to ensure that tutors receive ongoing support and coaching
- Supervise and monitor students' safety
- 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 approximately 10 -12 hours per week
- 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 \$1450 to be paid in full upon completion of Summer 2024 Program

INTERNSHIP DATES

Note: Dates are tentative, pending snow day makeup sessions at schools.

- May 18 (tentative) - Training Session
- Week of June 3 - Pre-assessment and family onboarding sessions
- Week of June 10 - week of July 22 - Tutoring Sessions - Tuesday - Thursday with administrative hours on Friday
- Week of July 29 - Post-assessments

TO APPLY

Email resume, letter of interest, and two references to info@arkidsread.org. In the subject line, reference Library Program Intern.

Note: When program sites are selected, candidates will be notified of exact locations.

Learn more about our program by visiting www.arkidsread.org.