



THE DENVER FOUNDATION

ECDC African Community Center of Denver (ACC)

Address:

5250 Leetsdale Dr. Ste. 200
Denver CO 80246

Access/Accommodations Available:

Offices are accessible for persons with disabilities and accommodations will be made for candidates with special needs.

Will intern be expected to use their car for this position?

Transportation is NOT required but is preferable. If an intern does have personal transportation, he or she may be asked to help transport students on field trips.

Mission:

ACC's mission is to help refugees and immigrants rebuild safe, sustainable lives in Denver.

General Description of Work:

The OnTRAC Intern will co-lead the OnTRAC college readiness program with ACC's Youth Career and College Counselor and other OnTRAC Interns. OnTRAC is a college-readiness summer program that prepares refugee and immigrant youth to pursue higher education. Most OnTRAC participants will be entering their last year of high school. The OnTRAC Intern will be expected to take leadership and ownership over class facilitation and day-to-day operations of the program in partnership with ACC's Youth Career and College Counselor.

Experience teaching, counseling, or leading youth programs is not necessary. A strong desire to connect with students personally and support them as they pursue their dreams of higher education is essential. Personal experiences of learning a new language, traveling or living in different countries, and/or navigating new educational or government systems are a plus.

Specific Responsibilities:

Responsibilities include partnering with ACC's Youth Career and College Counselor to: facilitate day to day lessons during the OnTRAC Program; organize field trips and guest speakers; monitor student work; provide one-on-one counseling and support to students; be a positive role model for youth; ensure pre and post tests are administered comprehensively and effectively; and track and record students' accomplishments of key program outcomes. All interns will be required to submit a background check before beginning their internships and all will be required to work in a confidential manner in all aspects of their work.

Student Qualities/Experiences Desired:

The ideal candidate will have strong interpersonal, communication, and organizational skills. He or she must be able to learn quickly, work independently, and respond to feedback from their supervisor. He or she will have a strong willingness to support and learn from individuals with diverse skills sets, language capabilities, and backgrounds. The intern will ideally develop meaningful relationships with students; someone who will thrive creating these personal relationship is essential.



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Typical Work Schedule:

The intern will work Monday-Friday from 10:00 a.m. to 4:00 p.m. (30 hours per week) for ten weeks.

Work Outside of Typical Schedule:

Occasionally, the intern may get back later than normal from OnTRAC field trips (typically by 7:00 p.m.). On these occasions, the intern's hours will be adjusted accordingly. No weekend hours will be required. Aside from occasional field trips with OnTRAC, additional work will not be required outside of the given typical schedule.

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