

## **HEART & HAND CENTER**

### **SUMMARY DESCRIPTION**

The H&H intern will work with youth in 3rd to 8th grade during summer programming, developing and implementing activities for participants and assisting with program planning and program evaluation. The H&H intern will gain skills in curriculum-building, child and youth development, workshop facilitation, program evaluation, data entry, administration, non-profit management, and working with a team. The intern will also work with administrative and leadership staff on special projects in the office.

### **RESPONSIBILITIES**

- Actively supervise a group of children. However, the intern will never be left alone with a group of children.
- Build strong relationships with students and families.
- Facilitate small reading/homework groups.
- Assist daily with set-up and clean-up.
- Participate in daily staff meetings.
- Attend professional development opportunities.
- Assist with program planning and curriculum-building. The intern will have the opportunity to select an area of personal interest – such as nutrition, reading, or math – and develop activities for students within that interest area.
- Perform data entry in relation to program evaluation or fundraising.
- Support fundraising events.
- Present at one board meeting.
- Perform administrative tasks as necessary.

### **QUALIFICATIONS**

- A desire to positively impact the lives of youth
- Experience working with kids
- Possess the ability to cultivate relationships with staff, youth, and families
- Be a flexible, solutions-oriented, dependable team player
- Strong organizational skills and the ability to exercise discretion.

### **INTERN TIME (IN CATEGORIES)**

- Summer Program (implementing programming, supervising youth, etc.): 216 hours
- Planning (selecting an area of interest and creating activities for youth): 23
- Professional Development and Training (H&H): 25
- Data Entry (for program evaluation): 15
- Administrative (as needed): 15
- Board Meeting Presentation: 2 hours
- Fundraising Event: 4 hours

### **TYPICAL WORK SCHEDULE**

On office days, the intern will work from 10:00 a.m. to 4:00 p.m. On summer program days, the intern will work from 8:30 a.m. to 3:30 p.m.