The Intern will collaborate with program staff in order to assist in the academic and social growth of our UpSpring Summer 360° campers. The Intern will assist the classroom staff with delivering educational and enrichment programming during in-person days. Intern will also serve as the assistant to the Bus Driver and work collaboratively with the Camp Director to monitor routing logistics and manage student behavior on the bus including administrative and communications functions. The Intern will manage the bus attendance. Children attending the summer program are 5 to 12 years of age and the Intern will be assigned to work with a specific age group from time to time. Interns will be expected to interact and build rapport with children with the intent of making a difference in the life of a child experiencing homelessness.

**Responsibilities:**

* Under the supervision of the classroom instructor and with the assistance of multiple team members, the intern will assist with daily classroom operation
* Work with children in need of one-on-one academic assistance in reading and math
* Provide leadership and guidance in building students’ inter-personal skills
* Help prepare for and plan field trips/day trips & classroom activities
* Serve as a leader/role model for students
* Assist with enrichment activities i.e., swimming, library, nature programs, art lessons
* Build a positive working relationship with staff and demonstrate the ability to problem solve
* Work closely with all the members of the program’s leadership team and the bus driver(s)
* Have working knowledge of the bus route and associated pick-up/drop-off routines.
* Monitor the attendance and behavior of the campers while entering, riding and exiting the bus.
* Develop positive working relationship with bus driver and understand bus protocol
* Collaborate with Bus driver to know their expectations for a safe ride
* Communicate with Camp Director/Administrative Support Specialist on any updates, problems or changes related to transportation in a timely manner.

**Qualifications**: Interns should have prior experience working in an academic, educational, or camp-type setting, ideally with children who live in poverty. Interns must be able to interact and build rapport with children and should be timely and self-motivated.

**Additional Requirements:** Able to lift 30 pounds. Use of personal cell phone for staff communication.

**Work Hours**: 40 hours per week, Mon - Fri 7:30am – 5:00pm (with 1.5 hours of breaks, daily); (28 total workdays)

**Working days:** May 31st – July 12, 2024 (unpaid Holiday: June 19th, July 4, July 5th 2024); Summer 360° staff are expected to be present every day during camp.

**This internship is paid with a weekly $600 stipend to the intern ($3,600 total).**

The following are the summer camp locations for Kentucky and Cincinnati

Kentucky Camp – Florence Elementary, 103 Center St, Florence, KY 41042

Cincinnati Camp - Mercy Montessori Center, 2335 Grandview Ave, Cincinnati, OH 45206