



Job Description: Children's Services Intern

Position Title: Children's Services Intern
Hours: 18 hour/week
Availability: January 4th— May 28th
Reports To: Children's Services Coordinator
Compensation: Financial aid support and a letter of recommendation at the conclusion of internship.

Position Summary

The Children's Services will focus primarily on our distance learning educational support for the school-age children in our program. They will assist the Children's Services Coordinator to logistically plan and execute a variety of educational support tools and be a ready resource for the academic advancement of the students. The ideal candidate will have a desire to connect with the South Bay community, have ability in planning and communication, have a desire to work with children experiencing homelessness, and be willing to work within a flexible schedule.

Responsibilities

Interns will be responsible for completing weekly administrative tasks, overseeing the distance learning objectives, completing education assignments as given by supervisor, and attending all required staff meetings.

Specific Responsibilities Include:

- Overseeing daily academic objectives for the students
- Provide feedback and input to program coordinator for ongoing improvement
- Be a resource to the families as they partner in their student's learning
- Meet weekly with supervisor for feedback

Qualifications

- High school degree, some college preferred
- Ability to organize time and responsibilities to handle work demands and timelines
- Ability to be flexible and work with changing priorities
- Ability to work with basic supervision, with initiative, and good judgement
- Dedication to the mission and vision of Family Promise of the South Bay