



Teach for GOALS Internship Program



GOALS After School Program Internship: Assignment Description

Title: GOALS After School Program Intern

Goal of the Project: Implement the *Teach for GOALS Internship Program*, which will benefit GOALS participants. Through TFG, we intend to provide assistance to various GOALS staff members, including site program coordinators, program coordinators, and/or other staff that lead multiple opportunities available to students.

Basic Function: With the guidance and supervision of the Site Program Coordinator and/or Program Coordinators, assist in leading groups of students in a quality after-school program setting. The intern is responsible for using strong leadership skills and flexibility to assist in leading the students through various educational activities, which provide academic, social, emotional, and physical enrichment.

Member Activity: With the guidance of the site program coordinator and/or program coordinators, enforce all program procedures to create and maintain effective and clean environments for participants' learning, create a physical environment that engages them, and establish a climate that promotes fairness and respect. Establishing a safe environment for students develops techniques to create an environment where children safety is the priority.

Member Activity: Utilize effective classroom management and leadership skills to assist the program coordinators in leading athletics, educational enrichment, and homework sessions with at least 20 to 25 youth. Contributing classroom management and leadership skills will aid in learning methods to enforce them.

Member Activity: During supervisory physical activities, with the guidance of the program coordinators, provide clear expectations, implement consistent procedures, administer appropriate consequences, and inform the program coordinator and/or site program coordinator of severe behavioral issues.

Member Activity: During supervisory physical activities, with the guidance of the program coordinators, provide the injured students with basic first aid on location using supplies from the first aid backpack provided.

Member Activity: Assist in completing basic "end-of-day" daily cleaning tasks, as assigned by the site program coordinator, including, but not limited to: tidying up all rooms used by program to a "ready-to-use" condition, organizing all equipment used to its original storing areas, and disposing of all trash or recycling materials to appropriate areas, among other daily tasks.

Member Activity: Develop and implement an enriching weekly series curriculum – based on the intern’s experience and interests – that engages and enhances the participant’s basic knowledge and life skills on the designated topic.

Member Activity: Attend mandatory weekly Professional Development courses in order to enhance the internship experience and ensure interns gain knowledge and hands on training in how to be a professional in a work and academic environment.

Knowledge of:

- Practices, methods, and techniques used in classroom management. Guidance and experience to establish such practices, methods, and techniques will be provided. • Basic First Aid and CPR knowledge. Guidance and experience to establish such techniques will be provided.
- Interpersonal skills using tact, patience, and courtesy.
- Basic athletic and sports rules and procedures.

Ability to:

- Follow directions provided by the site program coordinator or program coordinators • Adapt plans to meet different needs, learning rates, and instructional levels of students • Help to create an instructional program and an environment favorable to learning and personal growth
- Establish effective rapport with participants
- Motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for citizen in society, in accordance with each student’s ability • Monitor participants in the afterschool program with the supervision of site program coordinator and/or program coordinators
- Display the use of good judgment in making decisions
- Maintain professional relationships with students, parents, colleagues, and supervising staff members
- Communicate effectively both orally and in writing
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Bend at the waist, kneel, or crouch to assist participants
- Stand for extended periods of time

Education and Experience: Graduation from high school or its equivalent is required **and** one of the following- (1) an associates’ degree or higher; (2) complete at least 60 units of study at an institution of higher education; (3) 2 years’ volunteer or work experience. A typical way of obtaining the knowledge, skills, and abilities outlined above is paid or volunteer experience working with children in an educational or child care setting, or any combination of training and experience that could likely provide the desired knowledge and abilities. Completion of specialized training in the area of instructional services, psychology, or guidance is highly desirable, as well as bilingualism (Spanish).

Qualifications:

- Recent background check permitting direct supervision of scholars
- Must submit to TB test
- Ability to work with children
- Ability to Lift objects weighing at least 50lbs.
- Experience in team sports or other athletic activities is HIGHLY desirable