



**Encouraging. Educating. Transforming lives.**

**POSITION:** Literacy Summer Programs Intern

**REPORTS TO:** Literacy Coordinator

#### **JOB SUMMARY**

Our organization is currently seeking a Literacy Summer Programs Intern to assist with multiple summer programs. The successful candidate will be responsible for helping to plan, prepare for, and execute the Summer Enrichment/Tutoring program at The Link of Cullman County as well as Kindergarten Readiness Camps at locations across Cullman County. The successful candidate will work closely with the Literacy Coordinator in preparing materials, scheduling enrichment activities, readying all supplies for enrichment activities and working with elementary-age students who come to The Link for enrichment/tutoring. They will also be responsible for general office duties related to preparing all materials and supplies for kindergarten readiness camps.

#### **MINIMUM QUALIFICATIONS :**

- Ability to work independently once instructions are given
- Attention to detail and desire to produce quality results
- Interest and enjoyment in working with elementary-aged children
- Ability to assist children with basic reading, math, and language skills
- Excellent oral, written and interpersonal skills

#### **RESPONSIBILITIES :**

- Work to plan and schedule summer enrichment activities
- Prepare supplies and materials needed for enrichment activities
- Be on-site each Tuesday and Thursday from approx. 11 am – 3:30 pm from June 5<sup>th</sup> thru July 19<sup>th</sup> (excluding July 4<sup>th</sup> wk)
- Be on-site daily for the two weeks of Kindergarten Readiness Camps (July 16 – 27)
- Have time availability to work on summer enrichment and kindergarten readiness camp preparation beginning immediately
- Maintain a list and schedule potential volunteer tutors to ensure adequate coverage each day of summer enrichment
- Maintain records of attendance and summer meals service for each day of summer enrichment
- Assist with all enrichment activities and oversee cleanup following activities
- Assist with tutoring as needed
- Perform other duties as assigned by the Literacy Coordinator