

Elementary Program Internship

2301 Hickman Road, Des Moines

www.freedomforyouth.org

(515) 282-4822



Position Overview:

Whiz Kidz, our elementary program, reaches K-5th grade students across North Central Des Moines. Through volunteer-driven programs, children learn about and experience the love of Jesus, build confidence in their academics, and develop leadership skills. As an intern, you will help empower and equip volunteers to disciple students in their communities.

Start/End Date: Spring (January - May); Summer (May – August); Fall (September – December)

Hours: Part time, 20 hours per week

Days/Times per Week: Monday 12:30-7:30pm and Wednesday 12:30-6:30pm, remaining hours flexible around interns' schedule

Number of Openings: Fall - 1; Spring - 2

Duties & Responsibilities:

Assist and oversee after-school programs for K-5th grade students through:

- Managing and tracking student attendance to ensure accuracy
- Transporting children to and from program (if 21 years old)
- Managing points/incentive systems to encourage student leadership and good behavior
- Assisting with behavioral redirection and management
- Coordinating and serving volunteers by developing relationships and encouraging them as they minister to young people
- Maintaining the Incident and Injury Report binder
- Developing a small volunteer appreciation event, neighborhood outreach, or future student incentive method

Required Skills & Qualifications:

- Have a growing, personal relationship with Jesus Christ
- Exceptional interpersonal skills interacting with staff and volunteers
- Strong desire to share Truth with children
- Basic computer skills, including word processing and spreadsheet programs.
- Good communication skills, both written and verbal
- Proficient in administrative duties such as inputting attendance, tracking behavioral points, developing informational/educational material
- Able to develop a good understanding of all facets of the ministry and work effectively with other team members

Learning Objectives:

- Communicate effectively across social, economic, and racial lines
- Equip and empower under resourced communities through relationship and holistic ministry programs

- Manage and develop skills of students and volunteers to encourage growth
- Design and plan future program lessons, events, etc.
- Develop and implement a student behavior incentive or volunteer thank-you

Application Process:

Submit resume, cover letter, and statement of faith (a summary of your beliefs and walk with Christ) to info@freedomforyouth.org.