

# Elementary Program Internship

2301 Hickman Road, Des Moines

[www.freedomforyouth.org](http://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:** Fall 2017 (September 7 - December 22); Spring 2018 (January 8 - May 11)

**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

**Compensation:** \$50 stipend per week

**Number of Openings:** Fall 2017—1; Spring 2018—2

## Duties & Responsibilities:

Assist and oversee after-school programs for K-5<sup>th</sup> 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:

- Agree with Freedom for Youth's [mission, vision, and core values](#)
- Exceptional interpersonal skills interacting with staff and volunteers
- 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 the Volunteer & Resource Manager, Megan, at [mkassmeier@freedomforyouth.org](mailto:mkassmeier@freedomforyouth.org).

Upon reviewing your application, Megan will call you to further discuss your interest and clarify questions. After the initial phone conversation, you will be recommended to interview either in-person or over the phone with one of our hiring program managers. If the hiring manager decides to proceed with your application, we will conduct reference and background checks. You will be notified once this is complete and be sent either a job offer or declination.