



## **Pui Tak Christian School Chicago Semester City Fellows Internship**

**Job Title:** Intern for JSP/JumpStart Summer Program

**Job Objective:** Qualified applicant will assist the Principal and Program Directors in the efficient management and implementation of JSP/JumpStart Summer program.

**Reports to:** School Principal and Site Director

**Dates:** Monday, July 1 – Friday, August 16, 2019

**Stipend:** \$2500, payable through Chicago Semester

**Goal:** Oversees JSP/JumpStart Summer Program with a primary focus on supporting teaching staff with logistics, coaching volunteers, field trip organizations and lunch hours supervision.

### **Requirements:**

- Must be at least 18 years old
- Must have a college degree or be actively enrolled in college or a GED program during his/her service term
- Take initiatives in setting objectives and solving problems - ability to work with children, and a desire to learn
- Excellent communication and organizational skills
- Should be able to work in a team environment
- Should have familiarity with Microsoft Office and the Internet

### **Duties:**

- Oversees the operations of the JSP/JumpStart summer program
  - Work with volunteers to accomplish the following before the start of the program:
    - gathering all the class supplies
    - classroom set up in the main building - make sure all the tables/chairs with the correct number
    - gathering the equipment requested by teachers
    - preparing attendance sheet/name tags/handbook copies/curriculum by subjects
    - delivering the supplies to the right locations/rooms
    - moving all the summer program materials from Impact to main building
    - make arrangements for field trip buses

- Daily Operation:
  - support teaching staff of daily operations
  - take attendance and call absence students
  - communicate with classroom teachers regarding the procedures and schedule.
  - coach volunteers and log volunteer hours with description of service.
  - keep track and supply teaching materials for classroom needs.
  - assist program operations with the implementation of behavioral guidelines, procedures and policy.
  
- Food services and lunchroom duties (certification training is required before the start of the program).
  - assist in receiving the lunch/snack every morning, distribute food to designated locations, lunch and snack time supervision.
  - prepare lunch and snack report to SFP daily.
  
- Field trip organizations.
  - contact bus company regarding field trip buses
  
- Teaching/Substitute
  - may include teaching/substitute when necessary
  
- Post-program responsibilities:
  - Work with teachers and volunteers to accomplish the following:
    - collect and box all the supplies and curriculum
    - pack up everything related to the summer program and transport all materials back to the Impact basement
    - return all the tables/chairs to their original locations
  - Any other job duties as assigned by the Principal and Site Director.