



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

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.