



Pui Tak Christian School Chicago Semester City Fellows Internship

Job Title: Teaching Intern for JSP/JumpStart Summer Program

Job Objective: Qualified applicant will implement lessons and teach a class in the JSP/JumpStart Summer program.

Reports to: School Principal and Site Director

Stipend: \$2,500, payable through Chicago Semester

Goal: Prepares lessons and teaches a class.

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:

- Teaching
 - Implement lessons for subjects such as Language Arts, Math, Rhythm and Movement, and more.
 - Work with volunteers to accomplish the following before the start of the program:
 - Gathering all the class supplies
 - Classroom set up
 - Look through provided curriculum
 - Daily Operation:
 - Teach students all main subjects according to the schedule
 - Attend daily devotion in the mornings
 - Attend brief reflection meetings in the afternoons
- Food services and lunchroom duties
 - Provide morning snack
 - Supervise and assist with lunch and afternoon snack
- Field Trip

- Work with parent chaperones
- Organize student groups for weekly field trips
- Post-program responsibilities:
 - Work with teachers and volunteers to accomplish the following:
 - collect and box all the supplies and curriculum
 - return all the tables/chairs to their original locations