

# Oak Ridge Youth Development School (ORYD)

## Job Description

**Job Title:** Interns

**Salary Grade:**

**Reports To:** Site Coordinator

**FLSA Status:** Exempt

**Supervisory Responsibilities:** No

**Date Prepared:** March 23, 2016

**PURPOSE OF JOB:** This position is responsible for implementing the youth development program and advocating for the students and families that ORYD serves. The Internship will provide opportunities for High-School and College students to gain experience in community service and Science, Technology, Engineering and Math (STEM) activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following:

1. Attend all staff meetings.
2. Participate in scheduled training.
3. Determine themes that will engage students. Create an environment/classroom décor conducive to the learning environment.
4. Keep accurate attendance records for assigned students
5. Provide leadership, mentoring and role modeling for students.
6. Facilitate learning during Reading, Math, Science, Technology Projects, Chess, Physical Fitness Activities and other recreational activities as assigned.
7. Actively participate and encourage students' participation in the Integrated Health Curriculum (IHC) which includes daily physical fitness activities and eating the healthy breakfast, lunch and snack from the MtPlate.gov menu.
8. Coordinate with peers and plan and implement a performance by students for the Oak Ridge Experience Finale.
9. Effectively manage classroom by maintain classroom discipline
10. Supervise classroom during breakfast, breaks, lunch and outdoor and indoor free play.
11. Complete Incident Reports on the same day of an occurrence or incident (bullying, inappropriate behavior, or accidents) happen.
12. Report any knowledge of child abuse.
13. Participate in daily focus groups and afternoon debriefing sessions.
14. Display a positive attitude

15. Work effectively as a part of ORYDS staff and team.
16. Abide by all ORYD policies and procedures and practices.
17. Other duties as assigned.

### **REQUIRED QUALIFICATIONS:**

- .Completed 2 years of college
- 2.5 GPA, submitted with transcript.
- Accumulated hours sufficient to qualify for intern status in the ORYD program. (60+ hrs.)
- Pass a Kansas Bureau of Investigation (KBI) Background check
- Requested recommendations
- Excellent School attendance

### **PREFERRED QUALIFICATIONS:**

- Education Major
- Ability to meet the physical demands and perform essential functions: sit, stand, walk, speak, hear, use hands, bend, stoop, lift, crouch and crawl.
- Strong Science and Math aptitude.

## **TERMS OF EMPLOYMENT:**

**Length of work year:** 9 Weeks

**Benefits:**