

Oak Ridge Youth Development School (ORYDS)

Job Description

Job Title: Interns

Reports To: Site Coordinator

FLSA Status: Exempt

Supervisory Responsibilities: No

Date Prepared: January 15, 2018

PURPOSE OF JOB: This position is responsible for implementing the youth development program and advocating for the students and families that ORYDS serves. The internship will provide opportunities for 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 ORYDS policies and procedures and practices.
17. Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Completed 2 years of college
- 2.5 GPA, submitted with transcript.
- Accumulated college credit hours sufficient to qualify for intern status in the ORYDS program. (60+ hrs.)
- Pass a Kansas Bureau of Investigation (KBI) Background check, ORYDS background check, and drug test
- Provide requested recommendations
- Technology skills, knowledge of basic computer usage and educational technology programs.

PREFERRED QUALIFICATIONS:

- Education Major
- Strong Science and Math aptitude.

PHYSICAL DEMANDS:

The physical demand described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job requires that the employee be able to: sit, stand, walk, speak, hear, use hands and fingers, reach with hands and fingers, bend, and lift objects of at least ten pounds. This job requires the employee occasionally to kneel or crouch. Visual ability requires mono and color vision, close vision, distance vision, depth perception and ability to adjust focus.