

Tyson Summer Community Internship Program

Job Description

Position Title: LifeSource Summer Camp Intern

Organization: LifeSource

Department: Kid's Life

Address: 602 S. School Avenue, Fayetteville AR 72701

Supervisor Name: Jimmie Conduff

Supervisor Contact: 479.521.4000

TERMS OF EMPLOYMENT

- A. Background Checks: This position requires a background check. The background check will include fingerprinting if the intern has resided outside the state of Arkansas within the last five years. LifeSource will pay for the background check.
- B. Eligibility
 - a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2019.
 - b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.
- C. Work Schedule and Conditions
 - a. This is a full time (35 hours per week) temporary position Monday through Friday from 8am-5pm. The internship is from June 10-August 10, 2019. Summer Camp tentatively begins June 3, 2019 and there may be a staff training/work day prior to the start of camp. If the intern is requested to attend training or begin service prior to June 10th, the intern will receive compensation for these additional days.
 - b. This position is not eligible for sick, vacation, and holiday leave during employment. LifeSource will close for the July 4th holiday and the intern will have a paid day off.
 - c. Intern should be able to walk, stand and sit for long periods of time as well as lift up to 25 pounds. The summer camp environment is noisy and the intern should be able to tolerate noise.
 - d. Ability to perform a variety of tasks outdoors in hot temperatures.
 - e. Intern is expected to have reliable transportation in order to get to and from work; however, the intern is not expected to use his/her private vehicle for camp duties.
- D. Benefits
 - a. Salary: The intern shall receive a \$3,000 salary distributed in two equal payments for the duration of employment.
 - b. Professional Development: The United Way of Northwest Arkansas will provide an in-person orientation and three professional development opportunities to the employee. LifeSource will conduct an orientation during the intern's first day and/or during the training/work day prior to camp start.
- E. Evaluations: The intern will receive an evaluation of their performance at the end of their employment from their direct supervisor.

RESPONSIBILITIES

A. Position Purpose

1. The intern will provide programmatic support for Kid's Life summer camp. He/she will assist with various projects/tasks that ensure LifeSource provides a positive experience in a safe and nurturing environment for campers. There may be other projects/tasks that will be assigned as the needs arise during a busy, fast-paced work environment.

B. Duties

1. Programmatic Tasks

- i. Assist lead teachers with subject-matter programming including: reading, math, computer/tech time, health, leadership, etc.
- ii. Assist campers with art projects
- iii. Attend field trips with campers (i.e. library, aquatic center, community garden, etc.)
- iv. Assist with team-building activities/projects
- v. Assist with set up and tear down as needed for programming
- vi. Facilitate group discussions (Students are divided into three age groups – 1st-5th grade, 6th-8th grade and 9th-12th grade. There are approximately 100 students who attend the eight-week summer camp.)
- vii. Assist in maintaining accurate program records including incident reports

2. Camper Safety/Behavior/Wellbeing Tasks

- i. Identify and respond to camper behavior issues
- ii. Know and understand all emergency procedures associated with the camp program
- iii. Know, enforce, and follow all safety guidelines associated with the camp and all program areas.
- iv. Communicate with lead teacher(s) about participants' experiences and report concerns

C. Community Impact

1. The intern's work will greatly support LifeSource's needs during its most busy season by filling in necessary staffing gaps. LifeSource serves kids in need who might not otherwise have the opportunities provided in the camp. Campers also participate in academic enrichment activities that prevent summer learning loss especially in reading and math. Additionally, campers receive two daily snacks and meals. Interns will also serve Tyson's hunger relief mission by feeding at-risk kids in the summer camp.

QUALIFICATIONS

- A. Excellent written and verbal communicator
- B. Ability to be flexible and adapt to changing environments quickly
- C. Passion for underserved populations and children; experience working with children/teens is preferred
- D. Ability to take initiative
- E. Creative thinker
- F. Dependable and able to follow directions
- G. Team player
- H. Computer skills in Microsoft Office (i.e. Word, Excel, etc.)
- I. Bilingual in Spanish conversational skills are a plus but are not required

- J. Types of majors that might be most interested are: education, social work or similar fields of study.

LEARNING OBJECTIVES

A. Career Development

1. Interns will develop a better understanding of education practices and student/classroom management techniques in delivering camp curriculum to impoverished populations.

2. Exposure to business practices in a nonprofit environment

B. Skill Development

1. Intern will refine communication skills when interacting with various groups (children, parents, staff, etc.)

2. Intern will develop organizational and project management skills needed to implement an education program

3. Intern will learn how to adapt curriculum to meet the learning needs of a camper

C. Personal Growth and Development

1. Intern will improve critical thinking skills

2. Intern will gain increased confidence working with children and the public

3. Intern will gain experience in communicating and interacting with children in an informal learning environment

4. Increased empathy for those living in poverty and the underserved community

SIGNATURE

Employee Name

Supervisor Name

Employee Signature

Supervisor Signature

Signature Date

Signature Date