



Program/Teaching Intern

Internship Description:

The position of Teaching Intern is a unique opportunity for college students and adults interested in education or a career change to teaching. Interns generally assist Lead Teachers in teaching core classes, are responsible for leading and assisting in afternoon activities, monitor dinner periods and recess, attend events in the evenings, and write student evaluations at the end of the summer.

In this role, you'll get to:

- Work closely with Lead Teachers in the daily planning and implementation of lesson plans
- Assist individual or small groups of students, correcting homework and other teaching related duties
- Assist lead teacher in classroom management and creating an effective team teaching environment
- Create a positive environment for sharing issues during the program
- Assist and lead in afternoon activities and sports offerings
- Provide general teaching support
- Help with attendance management
- Ensure supervision and safety of children at all times
- Utilize supplies, resources, and teaching tools during tutoring sessions

The ideal candidate would be:

- Grace Place Student or alumni
- A rising High School Senior, recent graduate or college student currently enrolled in an undergraduate program (Education, Youth Studies, or related major)
- Minimum GPA of 3.0
- Responsible, diligent, and conscientious, good communication skills, a commitment to professional growth interest in teaching and education fields.
- Strong verbal and written communication skills
- Highly motivated with a desire to learn
- Proficient in Microsoft Word and Excel

Your overall responsibilities are:

- Attend orientation and regular check-ins
- Arrive on-time and ready to work
- Communicate regularly and report problems to the program manager or mentor
- Regularly check emails
- Wear name badge at all times when on campus.
- Complete intern survey

Benefits to you:

- Shadowing, mentoring, and training opportunities with our experienced team of teaching professionals
- Hands-on application of teaching principles in a fast-paced work environment
- Opportunity to attend weekly meetings and occasional networking events