



Summer Internship Program May 28, 2019 - August 9, 2019 Job Description

Department Name: Community Continuing Education
Intern's Supervisor: Fran Tomba
Timesheet Approver: Fran Tomba
Assignment Location/Campus: Westshore Campus, 31001 Clemens Rd., Westlake, OH
Job Category (Select up to 2): Education
Number of Openings: 1 **Work Schedule/Hours:** 20 Hours a Week
Internship Duration: Other
Internship Dates (Start/End): June 17, 2019 – August 2, 2019 (Excluding Week of July 1, 2019)

Department Description: (e.g. mission statement, department responsibilities)

Cuyahoga Community College Summer Camps for children and young teens are designed to attract students eager to learn about a wide variety of topics from cutting-edge technology, music, sports, photography, cinematography, culinary and science.

Job Responsibilities: (e.g. functions and/or projects)

- Assist with care and supervision of children and/or teens before and after hours summer camp sessions
- Obtain parent or guardian's signature at drop off and pick up location
- Assist the instructor in the classroom
- Escort children or teens during breaks and lunch hour
- Provide classroom management
- Assist the department with the completion of a special project

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Experience working with youth from diverse background
- Excellent written, verbal, and interpersonal communications skills

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Early Childhood Education degree or major