



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

Employer:	Warrensville Road Community Based Center of Life (Bridge to Freedom School)
Assignment Address:	5045 Warrensville Center Road Maple Heights, OH 44137
Job Category:	Education
Number of Openings:	2
Work Schedule/Hours:	Flexible
Internship Duration:	10 weeks
Internship Dates:	May 28 – August 9, 2019

Company Profile:

Bridge to Freedom School Program – Greater Cleveland families receive full day high quality childcare during the summer. The program, includes over 50 hours of reading and writing to improve literacy skills and helps minimize summer learning loss. Educational field trips, games, arts & crafts, two nutritious meals each day and community service are also included. Additionally, teens are provided a safe place where they are trained and employed as junior leaders, responsible for mentoring and providing an enriching experience for the younger children they serve.

Job Responsibilities:

- Assist program director with development and implementation of a 6-week summer program curriculum to include: a reading curriculum, arts, field trips and community service.
- Coordinate and schedule program volunteers and partner organizations.
- Create and maintain program tracking databases (i.e. attendance, testing scores, volunteer hours, participant files)
- Coordinate family and volunteer orientations, events and participation.

Required Qualifications:

- Demonstrated compassion and empathy for children.
- Must be responsible, well-organized and energetic.
- Ability to think critically and analytically.
- Strong interpersonal and leadership skills.
- Possess excellent written and verbal communication skills. Ability to interface with the external community, and be able to communicate effectively with parents/families of the participants.
- Experience in Microsoft Office (Word, Excel, PowerPoint)

Preferred Qualifications:

- Event Planning/Experience managing large groups.
- Experience with office equipment (i.e. fax, copier, scanner equipment).