



Summer Internship Program May 26, 2020 - August 7, 2020 Job Description

Department Name: Learning Commons – Rainbow Terrace Learning Center
Intern’s Supervisor: Constance Clemons
Timesheet Approver: Constance Clemons
Assignment Location/Campus: 7310 Carson Avenue, Cleveland, OH 44104
Job Category (Select up to 2): Education Other
Number of Openings: 4 **Work Schedule/Hours:** Monday – Friday 9:00 a.m. – 1:00 p.m., Flexible, **OR**
Monday – Friday, 1:00 p.m. – 5:00 p.m., Flexible
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

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

The Rainbow Terrace Learning Center is an off-campus site that the Metro Campus Learning Commons provides educational services for computer literacy, Smarter Summer Program (camp for K-12) and community support.

Two summer interns will assist the Rainbow Terrace Learning Center's staff, instructors and supervisors with the computer lab and workshops for community members. They will work along-side instructors with daily computer usage, computer classes/workshops and activities designed to give adult learners hands on experience and skills with Microsoft Office programs. Modules run a week in duration before the class moves to the next level, and all sections are completed. Interns will sit and work with adult learners to provide a one-on-one approach to class sessions and interns will assist visitors during adult open lab hours.

Two summer interns will assist Rainbow Terrace Learning Center's staff with the planning and implementation of academic programs, activities, and educational services for K-12 level children. Together, they are accountable for monitoring all activities and programs as well as fostering a safe, positive and active learning environment for the community and children they serve.

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

- Assist the Terrace Learning Center with phones, services, inquiries, walk-ins, and oversight of computer labs
- Assist with planning, monitoring and leading organized games and age appropriate activities for children K- 12, (indoor/outdoor activities, games, arts/crafts, and field trips)
- Track and document community and learning center member records, and preserve resident confidentiality
- Assist Rainbow Terrace Learning Center staff for daily set-up, clean-up and other duties as assigned

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

- Prior related experience working with k-12 age children or adult learners in summer camp setting or workshops
- High energy and strong interpersonal skills
- Attention to detail, excellent organizational and proofreading skills
- Basic computing skills, knowledge of Microsoft Office Suite applications
- Able to handle emergency situations
- Must have reliable transportation

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

- Ability to work with or learn to work with new technology