



## Internship Opportunity

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Hope Academy is a private, Christ-centered school for at-risk middle school students in the Glenwood area of Greensboro, NC. Hope Academy also hosts a free K-4<sup>th</sup> grade after school program for local students. We are seeking outstanding college & university students to participate in an internship that provides an opportunity to develop the interns' leadership, organizational and creative thinking skills. Our afterschool program is an environment that fosters creativity, collaborative teamwork and opportunity to try new things.

**Job Title:** Tutoring Program Assistant

**Program:** K-4 After School Tutoring

**Compensation:** Unpaid

**Hours:** 16+ hours/week, M-W, 1:00-5:30pm

Other hours negotiable

### Duties/Responsibilities:

- Prepare tutoring activity materials each week, as directed by Site Coordinator, including sourcing activities and ensuring adequate stock of supplies.
- Manage snack program.
- Maintain accurate volunteer database, including hours served.
- Act as a leader in the program, keeping abreast of all major policies and procedures, and providing guidance to volunteers as needed.
- Lead recreational activities with K-4 students.
- Tutor a small group of students on afternoons as needed.
- Other duties as assigned by Site Coordinator.

### Qualifications:

- Experience planning educational activities/curriculum preferred.
- Experience with elementary and/or middle school age students.
- Demonstrated leadership ability.
- Proficiency in MS Office.
- Clear background check.
- Preference given to students with GPA of 2.5 or higher.
- Letter of recommendation from professor.

### To Apply:

Send resume, cover letter, and recommendation letter to Dayna Carr at [dcarr@hopeacademygso.org](mailto:dcarr@hopeacademygso.org) with the subject line: "2017 Internship Applicant."