



Garnet Elementary After School Program

Internship Job Description

Position: Elementary After School Program Intern

Context For Relationship: Garnet Elementary After School Program

Reports to: Program Director

Location: Garnet Community Center

Address: 3012 Garnet Ln. Fullerton

Days/Hours:

- M: 2:30p-5p
- T: 2:30p-5p
- W: 2:30p-5p
- Th: 2:30p-5p

Commitment: Minimum of 2 hours a week for **a year**

THE ORGANIZATION

Solidarity is a faith based non-profit that equips Latino immigrant families from under-resourced neighborhoods for community transformation. There are five identified barriers that inhibits Solidarity's neighbors from truly flourishing, so we work in deep relationships with neighbors to overcome these barriers.

PROGRAM DESCRIPTION

Help implement a covid safe, semester-long After School Program for elementary-age students, focusing on relationship building through homework help, tutoring, social and emotional learning, and fun activities/games.

SCOPE OF WORK

- Help maintain an after-school program that contributes towards the organization's mission to "Equip Latino immigrant families from under-resourced neighborhoods to transform their communities",
- Contribute towards creating a space for elementary students to gather and experience healthy forms of care, belonging, and acceptance from peers and caring adult role models.
- Provide excellent educational enrichment services and experiences that allow each student to grow educationally.
- Help students understand and complete daily homework assignments.
- Work with students to be at a grade level understanding in math and reading.



- Lead recreational activities (games, sports, etc.).

MAIN RESPONSIBILITIES

Upon Arrival:

- Mask on
- Temp Check
- Symptoms check
- Wash hands
- Sign-in

Program Prep:

- Meet as a team before the program when possible.
- Help ASP lead set up for the program when needed.
- Gather necessary materials for your assigned table or specific activity.

During Program:

- Welcome students as they arrive.
- Seek to build healthy relationships with all students.
- Speak and act with gentleness and respect at all times.
- Help students with unfinished homework to the best of your ability.
- Check and help correct already finished homework when possible.
- Tutor students in the areas they hope to grow educationally (volunteer can be creative).
- Implement required reading time (10 min), and when possible, have students read out loud to you.
- Help students engage with approved games and activities after all work has been completed.
- Periodically lead additional group activities and educational enrichment activities and games.
- Maintain cleanliness and organization of program areas.
- Enforce program rules at all times.
- Adhere to organizational Covid-19 safety protocol at all times.*
- If you have a question, always ask your program director.

After Program:

- Sanitize your area with provided cleaning products.
- Help clean up and tear down when necessary.
- Bring up any questions or concerns to the program director.

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SOLIDARITY



***COVID-19 Guidelines.**

- A mask must be worn at all times.
- You must complete COVID screening process upon arrival.
- You will do your best to reduce close interaction with students, staff, and volunteers by maintaining a distance of 6 feet as much as possible.
- You will wash your hands frequently.

Interested in becoming an Intern?

Visit: www.solidaritynpo.org/careers