Youth Program Assistant

Company Name: MaliVai Washington Kids Foundation

Address: 1096 W. 6th Street Jacksonville, FL 32209

Internship Job Title: Youth Program Assistant

Internship Contact: Ashley Strickland, Community Outreach Manager

Phone Number: (904) 359-KIDS (5437) Ashley@malwashington.com

Internship Supervisors: Ashley Strickland, Community Outreach Manager

Semester for Internship: Spring, Summer, Fall
Number of Internship Positions – 2 Positions each semester
*This is not a paid internship
*Student must be available and will be scheduled during after-school hours (3pm-6pm)

Internship Description:

During the Fall and Spring school semesters, the MaliVai Washington Kids Foundation operates an afterschool program called TnT (Tennis-n-Tutoring). TnT is a FREE afterschool program that provides, homework assistance, mentoring, tutoring, life skills classes and tennis lessons to Jacksonville's most underserved youth in grades Kindergarten - HS

Youth Program Assistant will assist Program Staff with general responsibilities and activities of the TnT Program. MWKF will work around a student's school schedule. However, student must be available several days during after-school hours of 3pm-6pm.

Qualifications:

- Fast Learner
- Enthusiastic about working with youth
- Available to work assigned schedule (Including after-school hours 3pm-6pm)
- Reliable transportation
- Strong interpersonal skills
- Ability to work with diverse populations

Responsibilities

- Assist Program staff with curriculum, activities and classes for students in grades Kindergarten- 5th grade
- Assist staff with general responsibilities surrounding TnT Afterschool program
- Assist with homework and small group tutoring/mentoring of students
- Assist and conduct recreational activities and games for youth of all ages
- Administrative/clerical duties may be assigned as part of this internship position
- Effectively manage small groups.
- Consistently follow-through on discipline policy.
- Maintain a clean and organized work area.
- Set boundaries and high expectations for youth.
- Additional responsibilities as assigned by supervisors.

Interested Interns should send a cover letter and resume to Ashley@malwashington.com.