



## Part-Time Program Intern

### Position Description

Breakthrough Miami provides an academic enrichment program that uses a students-teaching-students model to ensure that motivated, under-resourced middle-school students have access to excellent high-school opportunities, graduate from high school on time, and attend college. The program serves 1,200 5<sup>th</sup> through 12<sup>th</sup> graders. Interns will provide essential support to these Scholars. Interns will provide mentoring, academic support, coaching, program planning and implementation, and other activities to contribute to the success of Breakthrough Miami Scholars. Interns will receive training in a variety of areas to provide them with a rewarding and progressive professional development.

### Compensation

\$9.00 – \$11.00/hour

### Qualifications

Interns will have the following qualifications:

- You must be a U.S. citizen, or U.S. national or lawful permanent resident of the United States
- You must have a High School Diploma.
- You must be currently enrolled in a college/university.
- You must have a GPA of 2.5 or above.
- You must be able to complete required trainings and maintain a minimum of 15 hours per week, including two Saturdays per month.
- The Intern agrees to submit to a National Criminal History Check inclusive of a finger-printing based Level 2 FBI background screening, state of residency check if other than Florida, and a Dru Sjodin national Sex Offender Website Check and be clear of any charges in order to serve in the internship program. **Enrollment and eligibility of intern is subject to successful clearance of the above noted screens. Intern will be disqualified to serve if the results are analyzed and found to be unacceptable to the program. (Disqualifying offenses as well as individuals who have a conviction of murder or are registered sex offenders are NOT eligible to serve with Breakthrough Miami).**

### Essential Functions

All of the following duties and responsibilities are essential position functions, though some interns may have a greater responsibility for some of the functions listed. The list is not all inclusive and individuals may be asked to perform other position-related duties as requested by their Breakthrough Miami supervisors.

- Act as a role model to Breakthrough Miami Scholars
- Provide academic support services to Scholars under the direction of staff at designated program sites
- Mentor Scholars on the skills and tools needed for success in school, including organization, time management, homework completion, and study habits
- Assist in the development and implementation of after-school and Saturday programming
- Coach students through the middle and high school application process, including researching schools, filling out applications, writing essays, and preparing for interviews
- Coach Scholars through the college application process, including researching schools, filling out applications, writing essays, finding Scholarships, and applying for financial aid
- Introduce productive summer opportunities to Breakthrough students and monitor their engagement and completion



- Aid in the planning and implementation of school year and summer programming
- Participate actively in all training and professional development
- Reporting requirements including timesheets and schedules
- Parent communications including emails and phone calls
- Maintenance of student program files
- Data Entry and management of Scholar and Family Information
- General office tasks including organizational and upkeep of office space
- Lift a minimum of 25 lbs.

**Evaluation**

Interns receive a semester-based evaluation. Performance evaluations are intended to be a mutual exchange of information that informs the program’s service delivery and helps the intern successfully complete the term of internship.

**Knowledge, Skills, and Abilities**

- Effective communication skills
- Excellent organizational and time management skills
- Ability to follow through with assigned tasks and responsibilities
- Microsoft Office Proficient (Excel, Word, and PowerPoint)
- Flexibility and openness to changing roles
- Ability to work cooperatively on a team and be an active team member
- Respond well to constructive criticism and input on how to improve performance
- Effective academic support and mentoring skills
- Willingness to learn and to attend all program trainings and meetings
- Commitment to working with youth and to community service
- Ability to manage several concurrent issues and solve problems effectively
- Ability to complete paperwork accurately and meet deadlines
- Bilingual (Spanish or Haitian Creole) strongly preferred
- Ability to relate to people from diverse backgrounds
- Reliable transportation required

Name:
Site Assigned:
Site Address:
Site Supervisor:
Supervisor Contact:
Intern Signature:
Supervisor Signature: