



Internship Director Job Description

Learning Club seeks a Learning Club Teaching Internship Director who is passionate about serving at-risk children from kindergarten through high school, skilled with managing a large group of children and interns, and creative in finding ways to better assist children with academic, social, and behavioral challenges.

This professional will organize, coordinate, and lead about 80-100 high school interns at four Learning Club after-school sites (about 20-25 per site) to participate in professional development and tutor younger students.

Job Requirements:

- A minimum of 2 years' experience teaching in a classroom setting with high school, middle school, and/or elementary school students
- A bachelor's degree in education or similar field
- Ability to work Monday through Thursday evenings until roughly 6pm during the academic year, with flexible Friday hours
- Ability to communicate well orally and in writing with students of various ages, parents, families, school administrators, and volunteers from the community
- Work is performed in an office and after-school program environment and requires the ability to operate standard office equipment and technology.
- Ability to routinely lift and carry items up to 25 pounds and routinely walk short distances, including up and down stairs
- Active and valid state-issued drivers' license
- Ability to use and drive personal vehicle on a daily basis to and from Learning Club's main office and three of Learning Club sites located in Kansas City, Kansas (about a 10-mile radius from office)
- Provide proof of personal car insurance annually and pass a background check

Specific duties include:

Internship team leadership

- Training and supervising two staff members on the internship team; leading the internship team using a supportive and collaborative approach: assigning accountabilities; setting objectives; establishing priorities; and monitoring and evaluating results regularly
 - Delegating roles to internship team members who will assist with transportation, orientations, signing in students, set up, record keeping, intern training, and session oversight
- Having a working knowledge of the Learning Club Child Protection Policy and other relevant policies and ensuring that policies are implemented at each site
- Occasionally attending workshops, webinars, and seeking out meetings with people in the community to help us continue to build a better program for our interns and younger students

Internship program management

- Recruiting, hiring, training, and retaining 20-25 interns at each site to allow for one-on-one tutoring of elementary school students. This totals 80-100 total interns in the internship program
- Building strong relationships with all interns in the program and finding creative ways to meet the unique needs of the intern groups and individuals

- Planning and facilitating a 28-week training program for the interns related to education, personal and professional development, and leadership that align to Learning Club's six internship goals
 - Planning and leading at least one service/field trip for interns each year
- Overseeing the safe, responsible transportation of interns based on the established protocols, including ensuring proper procedures are being followed
- Maintaining records, including accurate attendance, payment, and meal records
 - Facilitating the accurate and prompt payment of internship stipends
- Managing high school interns and elementary school students at each site during tutoring sessions in a professional and equitable way that sets clear expectations for good behavior and focused study
 - Addressing the social-emotional, physical, and mental health needs of interns within the scope of the Learning Club program
 - Enforcing expected intern and student behavior through direct instruction, positive reinforcement, and other education behavior management skills
- Coordinating and maintaining relationships with partner high schools and communicating with school liaisons for recruitment purposes and intern communication as needed.
 - Duties could include maintaining current KCKPS and Learning Club Lead Interns program and/or expanding on the formal KCKPS and Learning Club partnership.
- Connecting with community partners and Learning Club admin team members to provide information and opportunities for interns, including scholarships, college credit, vocational schools, and professional employment opportunities.
- Organizing, facilitating, and executing the Learning Club Teaching Scholarship application process. This includes organizing the application process, facilitating the selection of applicants, and executing the acceptance process for recipients.
- Planning and organizing an End of Year Celebration for interns and their families in May. This includes organizing catering, venue, and order of ceremony for the event.
- Helping Learning Club program evolve over time as we seek better ways to fulfill our mission and serve the most marginalized children
- Other duties as assigned

Hours/Schedule:

- KCKPS Academic School Year: 40 hours/week; Mondays, Tuesdays, and Thursdays until ~6:00pm during academic school year, Wednesdays until 5:00pm, Fridays flexible.
- Summer hours: 40 hours/week with flexible schedule options

Location: Office at Blessed Sacrament site, 2215 Parallel Ave., Ste. 200 Kansas City, KS. After-school programs are at four locations in the core of KCK.

Compensation: Salary range of \$55,000-\$59,000 depending on years' experience and education

Start Date: Flexible, with start date between mid-April to mid-July.

Job Benefits:

- \$400 monthly healthcare stipend in lieu of company-provided healthcare package
- \$40 monthly phone stipend if using personal phone for Learning Club correspondence
- Paid Time Off for all full-time and part-time employees. Policies vary depending on years of employment and employment status.
- Paid leave includes: 6 weeks maternal and 4 weeks paternal after 1 year of full-time employment, 4-week sabbatical leave after 4 years of full-time employment, and other leave policies noted in Employee Handbook.

**Inquiries and résumés may be directed to Jobs@LearningClubKCK.org
Learning Club, 2215 Parallel Ave. Ste. 200 Kansas City, KS 66104**