

# volunteer services intern description

**Title:** Bi-lingual Academic Services Intern

**Supervisor:** Academic Services Manager(s)

**Program:** **YW Reads (YWR):** Helps students in grade K-3 to improve their reading skills and ensure they are reading at grade level by the end of third grade. Services are available at no cost to eligible students from St. Paul Public Schools. **Project Able:** Provides free tutoring in math and language arts to ensure students in grades K-8 are meeting minimum academic progress standards. Services are available at no-cost to eligible students from St. Paul Public Schools.

**Purpose:** To assist in preparing and implementing curriculum for children in a safe environment.

**Responsibilities:**

1. Work with Academic Services Manager as well as selected schools in the SPPS district in the recruitment/retention of participants in YW READS/Project Able programs.
2. Communicate with parents/guardians in a friendly and informative manner regarding youth's needs, progress and accomplishments.
3. Assist in the development of programming and activities (i.e. Family Nights) to engage families in improving student achievement. Plan these activities/events in collaboration with other YW READS/Project Able staff, SPPS staff and families.
4. Help YW READS/Project Able instructors/staff in developing strong partnerships and enhance communication between parents/families and school staff.
5. Network with other community based agencies providing similar services to ensure a coordinated service delivery systems.
6. Assistance in providing academic enrichment services to youth attending St. Paul Public Schools through instruction of small groups in the area of literacy. Follow curriculum and service plan to provide academic enrichment services in line with the best practices by St. Paul Public Schools and the YWCA St. Paul.
7. Assist with conducting initial assessment for each participant in order to determine ability level at which each participant is performing and services needed.
8. Maintain efficient, confidential and organized documentation of services provided on a daily basis.
9. Assist Academic Services Manager in continual review of services offered in order to ensure programming is in line with best practices. Suggest changes and improvement to programming in order to better serve participants.
10. Implement and enforce behavior management techniques consistent with YWCA St. Paul policy. Lead youth in developing safe and appropriate ways to interact and express their feelings.

11. Be knowledgeable of and carry out appropriate health and safety procedures for the protection of youth and staff in the program: administer first aid, properly document all incidents and follow accident prevention policies to ensure that youth are not unduly exposed to preventable injuries.
12. Attend staff meetings as appropriate.
13. Assist in maintaining and providing housekeeping responsibilities within each classroom.
14. Additional duties as assigned.

**Qualifications:**

- Bilingual Hmong/English
- Educational background with emphasis in one or more of the following areas: social work, education, community education, psychology or other related disciplines
- Previous experience working with elementary aged youth is highly desired.

**Benefits:**

- Hands on experience working with professionals in elementary education field.
- Increased understanding of issues related to working with elementary age school children.
- Documented internship experience. Experience working for a non-profit agency.

**Site:** YWCA St. Paul, 375 Selby Avenue, St. Paul

**Commitment:**

- Minimum 3 month commitment.
- School year program hours are Monday – Thursday 3:00 pm-5:00 pm
- Schedule is negotiable. Schedule is set during orientation

**Contact:** Human Resource Generalist  
YWCA St. Paul  
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