

The River Performing and Visual Arts Center
Serving children with special needs since 1996
1475 West Gray, Houston, Texas 77019
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www.TheRiver.org

ExxonMobil NON-PROFIT INTERNSHIP PROGRAM

Internship Job Description

The River's mission is to provide an affordable, accessible, fine arts education for special children, ages 2-19, who have disabilities, chronic illnesses, or are economically disadvantaged. Siblings are welcome. Scholarships are provided.

The River's Fine Arts Summer Camp program offers six one-week camp sessions, Monday through Friday, from 9:30 a.m. to 2:30 p.m, with an early drop off at 8:30am. Every week of camp has a theme which guides the focus for all classes in music, drama, art, and creative movement. A teaching artist, a teacher's aide, and volunteers assist students in each classroom. Every Friday, a recital is held during which every child is able to shine on stage and display to their families and friends the skills they have learned and the artwork they have created through out the week.

The name of the internship position will be: **Education and Program Assistant**

Job Responsibilities:

The Education and Program Assistant will work with the River staff to help run an efficient summer camp program and to serve as a teacher's assistant in the classroom during camp hours. These activities will include:

- Assist assigned teacher with carrying out daily classroom activities:
 - ✓ Setting up classrooms;
 - ✓ Assist children with their classroom projects;
 - ✓ Assist children with lunch and restroom breaks;
 - ✓ Ensure that children move from room to room safely, and;
 - ✓ Work closely with the teacher to prepare for weekly recitals.
- Assist with daily administrative work related to program:
 - ✓ Register children for camp;
 - ✓ Create schedules, signs, and tools needed for staff, students, and volunteers on a daily basis;
 - ✓ Ensure that classrooms and supplies are ready before camp staff arrives each morning;
 - ✓ Keep track of daily reports and statistics;
 - ✓ Create an email newsletter documenting the summer camp;
 - ✓ Update website in regards to the summer camp;
- Attend weekly staff meetings, and;
- Assist with other program and administrative duties as needed.

The intern will report to the Executive Assistant.

Work Hours

June 14- August 6

Monday through Friday, 8:15 to 3:15 pm during camp weeks; and 9am to 5pm with a lunch break during other weeks.

The Intern will work 35 hours per week, spending an average of seven hours per day.

Opportunity / Exposure

The Intern will have the opportunity to gain an understanding of what is involved in running a summer camp program for children with special needs. The intern will work with teaching artists, a nurse, other teacher aides, volunteers, and full time staff of The River. The intern will experience working in a small non-profit organization where the staff is dedicated to the mission and willing to handle any and all tasks as needed. The Intern will gain valuable life experience working with children with special needs and will have the opportunity to meet the families we serve. The intern will attend and participate in all staff meetings.

Evaluation

The Executive Assistant will work directly with the intern to develop specific goals and responsibilities and to offer feedback. At the conclusion of the internship, the Executive Assistant will provide a performance evaluation that is brief, informal, and includes feedback from other staff. We would look forward to the intern's feedback about the organization as well.

Requirements

- Currently enrolled, full-time, undergraduate student who will be returning to college as a full-time (minimum of 12 credits per semester) sophomore, junior, or senior student in the fall of 2010.
- Compassion for children with special needs.
- PC literacy in MS Office.
- Related classes or experience preferred.