

CAMP FIRE SAMISH

1321 King Street #3

Bellingham, WA 98229

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Position Title: Program Assistant Internship

Position Summary: The Program Assistant will be responsible for providing a safe, caring, and academically enriching environment for our After-School Enrichment Program. They will teach curriculum that is engaging and active to various Elementary Schools in Whatcom and Skagit County, write classroom and programming curriculum, and maintain admin paperwork and informational databases. The Program Assistant will work hand in hand with the Program Managers and Chief Program Officer. The successful candidate will emerge with critical knowledge, hands-on experience in teaching youth, and serving a non-profit agency.

Hours: 10 weeks during fall, winter, spring and/or summer quarter.
10 – 20 hours per week. FLEXIBLE schedule.

Compensation: For college credit (will complete all required paperwork).

Essential Functions:

- Facilitate groups of diverse ages in educational curriculum.
- Teach and instruct after school enrichment classes in Science, Art, Environmental, and Physical Education.
- Track, evaluate, and report on growth process of classes.
- Participate in individual and group trainings on Thriveology, Classroom management, and Behavior Management.
- Maintain materials and inventory for programming.
- Create and write curriculum in Thriveology format.
- Prep material for programming actives.
- Track and maintain program administration forms and enter data into database.
- Take an active role in communicating with school and parents about programs.

Qualifications:

- Excellent written and verbal communication skills.
- Availability to work afternoons.
- Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative, and maintain confidentiality.
- Valid Washington State driver's license, vehicle in working condition, and proof of insurance.
- Satisfactory results from criminal background search.

Employment may be available upon successful completion of internship.

To apply email resume and cover letter to heather@campfiresamish.org

AN EQUAL OPPORTUNITY EMPLOYER