

## Academic Year 2020 - 2021



### CAMP FIRE SAMISH

1321 King Street #3 Bellingham, WA 98229

Phone: (360) 733-5710 Fax: (360) 733-5711

**Position Title:** Program Assistant Intern

**Day/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)

**Reports to:** Primary - Chief Operations Officer

**Position Summary:** The Program Assistant Intern 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 Manager and Chief Operations Officer. The successful candidate will emerge with critical knowledge, hands-on experience in teaching youth and serving a non-profit agency.

#### Essential Functions:

- Facilitate groups of diverse ages in education curriculum.
- Teach and instruct after school enrichment classes in Science, Art, Environmental and Physical Education.
- Track, evaluate and report on the growth process of classes.
- Participate in individual and group training on Thriveology, Classroom and Behavior Management.
- Maintain materials and inventory for programming.
- Prep material for programming activities.
- Track and maintain program administration forms and enter data into the 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](mailto:heather@campfiresamish.org)**

**AN EQUAL OPPORTUNITY EMPLOYER**