

**Americana Community Center
Louisville, KY**

Mission Statement: Americana Community Center strives to provide a spectrum of services to the diverse individuals and families of the Louisville Metro area, including refugees, immigrants, and those born in the U.S. These services enable people to realize their individual potential, build strong families, and create a healthy & supportive community for all.

Internship Titles: Teen Program Intern or Elementary Program Intern

On-site Supervisor/Co-educator:

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Title: Program Director

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Duties/Project Description: Summer Associates may work with either the elementary or the teen youth in the summer program. The internship position is for **full time** during 8 weeks from June 8- August 1, 2015. (Time not dedicated to specific programming as outlined below is given to planning, training, staff meetings, etc. For both programs, the first week is 40 hours of training. For the youth program, weeks 2-6 are Monday - Thursday with youth from 8:30-5:30 pm; and Fridays for planning curriculum/activities, taking youth on field trips, attending staff meetings and supervisions. Weeks 6-8 can utilize the mornings for program planning since ESL classes will be finished by that time, with afternoons given to the youth enrichment programs).
Program Descriptions for each age group are listed below.

2015 Americana Summer Teen Program - Internship Description

Summer Internship Activities and Steps Checklist	Planned Period of Work
<p>Goal: Through assigned activities, Summer Associates will build the capacity of youth and family programming to increase children’s potential to be successful in school and to increase parent involvement in their child’s education.</p>	<p>June 8-August 1, 2015</p>
<p>Activity 1: Assist with the implementation of the morning JCPS English as a Second Language (ESL) program</p> <ul style="list-style-type: none"> • Supervise the breakfast program offered before classes start • Assist classroom teachers in the facilitation of targeted classroom assistance for low-performing youth • Provide one-on-one tutoring as needed • Assist with the implementation of an assessment to measure academic progress • Engage volunteers in the classroom 	<p>June 15 – July 14, 2015</p> <p>8:30-12:00 pm</p>

<ul style="list-style-type: none"> Support regular attendance of students, assisting ACC staff with phone calls & home visits as needed 	
<p>Activity 2: Plan and implement educational and enrichment programs for teenage youth</p> <ul style="list-style-type: none"> Work as a team with ACC staff to plan a minimum of three hours of college and career readiness instruction per week including workshops, guest speakers and college/career field trips and use pre-post surveys to measure knowledge gain Create and adapt curriculum to age group and classroom needs to support learning, including engaging youth in creative arts, enrichment based activities, skills and leadership development Help coordinate field trips Supervise youth during lunch time and activities Monitor spaces to ensure youth participants are in appropriate areas Engage volunteers in the program Support regular attendance of students, assisting ACC staff with phone calls & home visits as needed Work with community partners to provide programs and in kind donations. Keep records of lesson plans and programming offered to be used in the future (electronic files and hard copies). 	<p>July 15 – July 31, 2015</p> <p>12:00-5:30 pm</p> <p>(Since ESL classes will be over by this time of the summer, mornings will be used for planning during these weeks).</p>
<p>Activity 3: Participate in Training, Meetings and Supervision</p> <ul style="list-style-type: none"> Attend a week long training from June 8-12, 2015, prior to the start of programs Assist with the 25th Annual Americana World Festival where starting date allows (The Festival is on June 6, 2015, so it will not fit SHECP dates this year). (In other years, although this is optional, it is strongly encouraged to experience an introduction to youth and families). Participate in weekly Youth Staff and supervision meetings on the Friday of every week and will utilize Friday's for field trips and planning. 	<p>June 8 – August 1, 2015</p>

2015 Americana Summer Elementary Program - Internship Description

Summer Internship Activities and Steps Checklist	Planned Period of Work
<p>Goal: Through assigned activities, Summer Associates will build the capacity of youth and family programming to increase children's potential to be successful in school and to increase parent involvement in their child's education.</p>	<p>June 8-August 1, 2015</p>
<p>Activity 1: Assist with the implementation of the morning JCPS English as a Second Language (ESL) program</p> <ul style="list-style-type: none"> Supervise the breakfast program offered before classes start Assist classroom teachers in the facilitation of targeted classroom assistance for low-performing youth Provide one-on-one tutoring as needed 	<p>June 15 – July 14, 2015</p> <p>8:30-12:00 pm</p>

<ul style="list-style-type: none"> • Assist with the implementation of an assessment to measure academic progress • Engage volunteers in the classroom • Support regular attendance of students, assisting ACC staff with phone calls & home visits as needed 	
<p>Activity 2: Plan and implement educational and enrichment programs for elementary-aged youth (afternoon program)</p> <ul style="list-style-type: none"> • Work with Americana staff to plan and implement classroom activities, focused on reading, math and science. • Create and adapt curriculum to age group and classroom needs to support learning • Work with ACC staff to provide program support for all summer youth activities including creative arts, gardening, recreation, computer time and the like • Help coordinate field trips • Supervise youth during lunch time and activities • Monitor spaces to ensure youth participants are in appropriate areas • Engage volunteers in the program • Support regular attendance of students, assisting ACC staff with phone calls & home visits as needed • Work with community partners to provide programs and secure in-kind donations • Keep records of lesson plans and programming offered to be used in the future (electronic files and hard copies). 	<p>June 15 – July 31, 2015</p> <p>12:00-5:30 pm</p>
<p>Activity 3: Participate in Training, Meetings and Supervision</p> <ul style="list-style-type: none"> • Attend a week long training from June 8-12, 2015, prior to the start of programs • Assist with the 25th Annual Americana World Festival where starting date allows (The Festival is on June 6, 2015, so it will not fit SHECP dates this year). (In other years, although this is optional, it is strongly encouraged to experience an introduction to youth and families). • Participate in weekly Youth Staff and supervision meetings on the Friday of every week and will utilize Fridays for field trips and planning. 	<p>June 8 – August 1, 2015</p>

Qualifications:

- *Experience working with at-risk youth preferred*
- *Ability to work in a fast paced and high stress environment*
- *Access to a car a plus but not required to fulfill duties*
- *Must be able to work with people from a variety of backgrounds, especially individuals who may not speak English as a first language.*
- *Bilingual skills a plus. Americana Community Center serves people from **98 countries** who speak **42 languages**, so anyone bilingual in almost any language is a great asset!*
- *Must be willing to work as part of a team to fulfill agency goals*

Orientation Plan: All summer interns receive a full week of on-site training and professional development which may include classroom and behavior management training, workplace policies review, confidentiality and boundaries workshops, cultural competency training and time for planning with staff.

Supervision/Mentor Schedule: All summer interns and staff are required to attend weekly staff meetings to discuss successes and opportunities for growth. Summer interns are encouraged to maintain regular contact with the supervisor to ensure educational goals are met and to resolve any conflicts that may arise.

Non-English language requirement? Bilingual skills a plus. Americana Community Center serves people from **98 countries** who speak **42 languages**, so anyone bilingual in almost any language is a great asset!
Specify language and level of proficiency needed.

Working Conditions: Summer interns will have computer access, office space and the necessary supplies and resources to accomplish goals.

Preparation:

Summer interns may read cultural profiles via the cultural orientation website - <http://culturalorientation.net/> - click on learning about refugees tab – refugee backgrounders. Also, summer interns should visit the Americana website at <http://www.americanacc.org> to become familiar with programs and services offered at the site. In addition, summer interns may access past e-magazines regarding Americana via <http://issuu.com/americanacc> .

Is the organizational accessible via public transportation? YES

Does the internship require use of personal vehicle? No, but encouraged.