**The An-Bryce Foundation**

**Mission Statement:**

The An-Bryce Foundation is a philanthropic organization that promotes social change by building a community of global citizens through education, career, cultural, and leadership opportunities to economically under-resourced young people.

**Position: SAIL Graduate Intern**

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**Reporting Relationships:**

The SAIL Graduate Intern reports to the Director of Programs.

The SAIL Graduate Intern ensures effective implementation of all high school program curriculum and activities. He/she must lead and/or assist with teaching activities and supervising program participants.

**General Duties and Responsibilities:**

1. Assist in the coordination of the Student Adventures in Leadership Program (SAIL)
   1. Assist the Director of Programs in the development of progressive curriculum and implementation that includes Social & Emotional Learning as an essential component
   2. Assist with recruitment and management of program participants
   3. Identify and implement appropriate leadership, college prep, and other activities for participants benefit
   4. Identify and cultivate relationships with program supporters and partners
   5. Assists in planning and delivery of one service learning opportunity each semester
   6. Monitor students’ academic progress and *recommend critical intervention as needed to ensure participants achieve their academic goals.*
   7. Enter and maintain participant records such as student academic and demographic data. Including the setup of systems to ensure accurate data entry and the generating of reports
   8. Monitor and manage the progress of the Senior Capstone Project
   9. Develop collaborative partnerships with community organizations
   10. Assist in identification and implementation of new program initiatives to expand scope and impact of program
   11. Serves as the Parent Coordinator for high school programs. This includes maintaining effective relationships with the parents/guardians and program participants including appropriate follow/up, and written communication
   12. Update resource guide for high school families
   13. Ensure the publication of bi-weekly SAIL newsletter
   14. Update SAIL Manual and develop collaterals as needed
   15. *Assist at Camp Dogwood when camp is in session as needed*
   16. Perform other responsibilities assigned by Director of Programs
2. Assist in the coordination of the Pillors of Excellence Internship Program
3. Prepare and assist in the training of participants
4. Plan and lead in-service meetings
5. Liaise with program site supervisors and do intern site visits during the summer
6. Provide constructive feedback to participants
7. Assist in expanding the network of corporations and institutions
8. Guide and supervise participants
9. Apply basic youth development principles in working with youth
10. Ensure participants are properly supervised at all times
11. Cognizant and enforces safety guidelines
12. Follow and enforce all program policies and procedures
13. Implement and maintain classroom management techniques
14. Maintain high standards of health and safety
    1. Provide first aid and/or CPR, if necessary
    2. Instruct participants in emergency procedures
15. Demonstrate appropriate attitude and behavior
    1. Follow the direction of AnBryce Foundation professional staff
    2. Follow and uphold all safety and security rules and procedures
    3. Provide leadership and support to interns, instructors, and volunteers
    4. Contribute to verbal and written evaluations
    5. Participate enthusiastically in all activities and planning
    6. Assist in the planning of any special events
    7. Model appropriate decorum for student assistants and participants

**Qualifications Required**

1. Be at least 21 years old
2. Have the desire to work with high school students
3. Have at least two years’ experience working with youth, preferably high school age students
4. Proven leadership experience
5. Be certified or have the ability to be certified in CPR and First Aid
6. Have the ability to submit to and pass a drug test and comprehensive background check
7. Possess the physical ability to participate in all program activities
8. Attend related training and in-service activities
9. A Bachelor’s degree preferably in Education, Youth Development, or related study.
10. Highly proficient in MS Office and social media, creating tables, charts, and graphs, with the ability to learn new systems quickly.
11. Knowledge of Foundation mission, goals and objectives.
12. Ability to speak Spanish is a plus.

**Knowledge, Skills and Abilities**

1. Understand the developmental needs of youth
2. Ability to relate to youth and adults in a positive manner
3. Ability to understand written and verbal instructions
4. Ability to communicate various concepts to children and adolescents
5. Must be highly motivated, a self-starter, and have demonstrated ability to plan and execute program initiatives.
6. Must be able to manage multiple priorities in parallel and comply with short and long term deadlines.
7. Strong interpersonal skills to build effective relationships.
8. Ability to function independently, with minimal supervision

**Work Culture and Values Needed to Succeed**

1. Works with passion and has a results orientation that reflects a tireless energy and attitude.
2. Projects a professional image with respect and humility on a consistent basis.
3. Keeps commitments, meets deadlines, and achieves demanding goals.
4. Organizes and executes around multiple priorities.
5. Demonstrates a high degree of flexibility, initiative, and courage of convictions.
6. Possesses a high degree of organization and time management skills.
7. Communicates effectively both verbally and in writing.
8. Prepares comprehensive reports and makes effective presentations.
9. Attends meetings, and developmental seminars, etc. to keep pace with current issues and trends.
10. High energy with a willingness to get the job done no matter

what it takes.

1. Cooperates and collaborates as a member of the team.
2. Demonstrates excellent interpersonal skills that lead to productive relationships.
3. Exhibits a willingness to take on additional projects outside listed job responsibilities.
4. Willingness to work Saturdays.

**Physical Requirements Mandated by Position Responsibilities**

1. Ability to communicate and work with groups of children of various age and skill levels
2. Ability to observe participant behavior
3. Possess visual and auditory abilities to identify and respond to safety hazards
4. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist participants in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of participants
5. Ability to lift supply boxes and other items weighing 25 pounds

To Apply: Please email resume and cover letter to [rbarrs@anbryce.org](mailto:rbarrs@anbryce.org)