

April 5, 2011

Tutor-Mentor, Intern LAA Summer Staff 2011

Youth Department Mission: To advocate and provide effective programs that empowers students to realize their full potential and to successfully complete higher education.

Description:

The Youth Department of the Latin American Association will be holding its annual Summer Academic Program in June and July. The camp is designed to meet the unique needs of Latino youth and to help them take steps towards overcoming the achievement gap. The academics are focused on the reading, writing, and math subjects and the days activities are supplemented with educational and fun enrichment. The main purpose of the camp is to empower the students to believe in their immense potential, and in order to achieve this we need interns to be tutor-mentors to create valuable experiences for the participants. Each intern will be paired with a Teacher, and collaboratively they will teach a classroom of Latino youth for the course of 6 weeks.

Responsibilities:

- Assist with the development of curriculum
- Build and maintain positive relationships with staff, teachers and participants
- Maintain portfolios and assessments for students in your class
- Help manage and teach class
- Lead small group discussions about personal development
- Assist and Mentor participants with final group projects
- Aid staff with morning set-up and afternoon clean-up
- Share check-in and check-out responsibilities
- Chaperone field trips
- Support Site Coordinator and other staff as needed

Requirements:

- Must be currently enrolled in college and completed one year of course work
- Must have permission to to work in the United States
- Must have experience in a bilingual, bicultural environment (advanced conversational-level skills in Spanish)

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- Candidates must successfully passed Georgia State background check prior to employment.
- Must have current CPR/First Aid certification or receive training before start date

Time Commitment:

- Professional Development: May 21st (10am – 4pm), June 1st (12pm – 5pm)
- Family Orientation: May 21st (4pm – 6pm), June 1st (6pm – 8pm)
- Program Dates: June 6th – July 13th, Monday – Thursday (7:30am – 5pm)

Locations:

- Norcross, Georgia (3 positions available)
- Atlanta, Georgia (4 positions available)

APPLICATIONS: Candidates must submit:

- **Complete LAA application process**
- **Resume** including employment start and end dates, job titles, and organizations
- **Cover Letter** (1 page or less) explaining your experience and skills to fulfill the position (include a list of academic and elective classes you are prepared to teach)
- **3 Professional References** with current names and phone numbers

Selected candidates will be asked to Gwinnett or Dekalb County Outreach Center for an interview. Phone interviews are possible when distance is an issue. **Application review will begin: April 18, 2011.** Selected interns will be notified by May 6th, 2011.

Send materials to ATTN: Corinne Barger, Youth Academic Achievement Intern, Latin American Association, 2750 Buford Hwy N.E., Atlanta, GA 30305. Please include your email address on your application materials. Applications will be accepted until finalists are chosen for the positions.

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