Upward Bound Summer Intern Job Description

**Position Title:** Program Mentor (daytime)

**Reports To:** Yecenia Tostado, Assistant Director, Upward Bound

**Summary:** Upward Bound is a college preparatory program for low-income, first generation high school students in grades 9-12 from area Indianapolis high schools. Summer Academy is intended to give students a simulated college experience with the goals of improving students’ academic performance, increasing study skills, and lessening the anxiety of going to college. During this 5-week academic program, Upward Bound students participate in a residential experience and take classes in English, math, science, and foreign language. This position will assist the staff and instructors with all components of the summer program including, but not limited to, assisting with office duties, providing additional support in classrooms, coordinating study tables, and mentoring students.

**Internship Description:**

- Assist Upward Bound staff with preparatory work for Summer Academy, including, but not limited to: photocopying materials, organizing supplies, assisting with orientation materials, putting together materials for students, etc.
- Assist instructors during summer academy by monitoring and guiding students during passing periods or between meals, assisting in classrooms as needed, distributing or preparing materials, answering questions, delivering classroom supplies, etc.
- Organize study tables for students and be able to assist with small group tutoring.
- Accompany and assist with supervision of Friday field trips.
- Lead some science and/or math activities under guidance of lead instructor.
- Assist with supervision during meals and assist with making sure students keep are clean.
- Organize activities or events to increase student engagement, such as spirit week or periodic energizers/ice breakers.
- Assist with distribution of supplies on a daily basis and prepare classrooms or other spaces as necessary.
- Attend staff and instructor trainings.
- Mentor and assist students with increasing academic, study, and social skills to be better prepared for college.
- Refer student concerns to staff as they arise.
- Maintain an excellent working relationship with all instructors.
- Assist with monitoring attendance of students.

**Requirements of Interns:**

- Have an interest in working with high school students.
- Ability to work effectively in a team or independently.
- Have strong time management and multi-tasking skills.
- Be able to work in a fast-paced environment and execute tasks in a timely manner.
- Accept and embrace the diversity of all students and staff.
- Be available June 8, 2015—July 17, 2015.