

# PAGE 15

# TUTORING INTERNSHIP

The Homework Room (fall and/or spring)



WRITING • READING • TUTORING

[WWW.PAGE15.ORG](http://WWW.PAGE15.ORG)

**PAGE 15** is committed to providing supplemental reading and writing education to students attending public school in Orlando, FL. Our *free* tutoring and creative writing programs are dedicated to enhancing communication skills, encouraging personal creativity, and inspiring a lifelong passion for the language arts.

**INTERNSHIP JOB TITLE: Program Assistant**

**FALL / SPRING OPTIONS:** Page 15's tutoring program, The Homework Room, runs from September to May and is broken into two sessions, fall and spring. Interns have the option to complete one or both sessions.

## PROJECT DESCRIPTION

The mission of Page 15's Homework Room is to provide students (grades 2 – 12) with a safe and positive environment where they can complete homework, essays, projects, etc, in any subject. Tutoring is drop-in, meaning students show up whenever they can, however, Page 15 provides incentives for attending daily, such as snacks and prizes. Students work with volunteers each day and everyone is supervised by a Page 15 staff member.

## WHO SHOULD APPLY?

Applicants must be 18 or older and provide their own transportation to downtown Orlando. Our favorite kinds of people are positive, personable and creative. Some experience or a strong interest in working with children is a must. Organizational skills are helpful. This is a great opportunity for anyone seeking classroom management, instructional and non-profit experience.

## DUTIES

Interns will assist the Page 15 staff member with the day-to-day activities of the Homework Room. Duties include: room management (managing students and volunteers); simple data entry (seemingly dull, but very important for the grants that keep Page 15 running); tutoring students; student assessment (pre/post tests); creative lesson planning (for special programs within in the Homework Room program).

## TRAINING

Intern training is approximately one week and occurs as the program is running. Interns have the option to show up an hour early the first week, as well as work out a schedule one week before the program begins. See the schedule on the next page for details. Interns be trained supervised by a Page 15 staff member.

# TUTORING INTERNSHIP

SCHEDULE (fall and/or spring)



## GENERAL HOURS / LOCATION

Monday – Thursday from 3:00 to 6:00pm

Downtown Recreation Complex, 649 W. Livingston St. Orlando, FL 32801

**Fall & Spring start dates are negotiable. Fall begins early September. Spring begins early January.**

**FALL 2011 SCHEDULE:** September 5<sup>th</sup> through December 15<sup>th</sup> (2011)

**SPRING 2012 SCHEDULE:** January 3<sup>rd</sup> through May 31<sup>st</sup> (2012)

## TIME COMMITMENT

Choose between 2, 3 or 4 days for a total of 6, 9 or 12 hours / week

Choose 2 to 4 Days: Monday – Thursday

## SCHOOL HOLIDAYS / HW ROOM CLOSURES

**Fall:** Monday 9/5, Friday 10/14, Friday 10/28, Thanksgiving: 11/21 – 11/25

**Spring:** Monday 1/16, Friday 1/20, Monday 2/20, Friday 3/23, Spring Break: 3/26 – 3/30, Monday 5/28

## LAST DAY / Post-Internship Interview:

**Fall:** Thursday 12/15

**Spring:** Thursday 5/31

## TO APPLY FOR AN INTERNSHIP

Send your résumé; a short cover letter explaining what you would bring to the position and what you hope to get from the experience; and the volunteer registration form on the last page of this PDF.

Creativity is encouraged. Send to:

Ryan Rivas

Page 15 Programs Director

Scan/email: [ryan@page15.org](mailto:ryan@page15.org)

Fax: 407.540.9587

Snail Mail: 625 E. Central Blvd. Orlando, FL 32801

Questions: email above, or call 407.422.8755

