



New Haven Reads Summer 2022 Intern Position

New Haven Reads provides free one-on-one tutoring for children who are aspiring readers. We also offer a free Kindergarten and Pre-K program, and enrichment summer clubs. We serve students from across the Greater New Haven area each week at four program sites. In addition, we also provide free, gently-used books to the public, teachers, and community organizations through our community Book Bank.

Duties and Responsibilities for Summer Intern:

- One-on-one tutoring of students ages 6 through 18 (primarily in reading), *in-person and/or online*
- Planning and running a summer Math Club as well as an additional enrichment club (e.g., Chess Club, Art Club, Science Club), *in-person and/or online*
- Supporting Site Staff in monitoring programs and tutoring pairs, *in-person and/or online*
- General office and administrative work – e.g. data input, research, filing
- Sorting and packing books for our Book Bank, *if internship offered is in-person*

Minimum Requirements:

- Flexibility and patience for an in-person, hybrid or remote internship placement
- Experience tutoring or working with elementary and/or middle school students
- Fully vaccinated against COVID-19
- Must be a rising college freshman with a high school G.P.A. of 3.0 or higher *or* a current college student with a G.P.A. of 3.0 or higher

Preferred:

- Previous experience working with children in an online or remote learning environment
- Resident of New Haven County

Desired:

- Math tutoring experience
- Resident of New Haven
- Fluent in Spanish

Training:

Interns will attend Orientation sessions as well as training in our NHR Program model including Distance Learning. Additional training will be provided based upon placement site (e.g., Book Bank).

Timing:

The internship will run for seven consecutive weeks starting on Monday, June 27th and ending on Friday, August 12th. (*New Haven Reads will be closed on Monday, July 4th.*) The first week will be committed to orientation and training for a total of 20 hours. The remaining six weeks of the position will be 27 hours per week. During this time, we operate Monday through Friday 1-6:30 pm. **Candidates must be available the entire 7 weeks and be willing to work in-person if offered the position.** Appropriate safety measures will be in place for any onsite work. Specific schedules and placements will be determined with individual applicants.

Payrate: \$13/hour

Application Deadline: Friday, April 15, 2022 by 5:00 pm

Summer 2021 Intern positions are funded by the First Niagara Foundation in partnership with KeyBank.

New Haven Reads is an Equal Opportunity Employer