



SCIENCE SUMMER CAMP INTERNSHIP

Posting Date: April 29, 2022

Position Title: Intern

Status: non-paid internship, school credit

Reports to: Director of Education

Background:

The Elementary Institute of Science (EIS) is a non-profit, student-centered organization that provides after-school, weekend, and school break "learning laboratory" classes for students in grades 2 through 8. All classes are designed to provide participants with scientific information and its direct application to their life and well-being. Students explore multiple topics including Biology, Chemistry, Environmental Science, Marine Biology, Health, Sustainability, Computer Science, Photography, Robotics, and Engineering. EIS encourages student involvement, innovation, and creativity through trial-and-error problem solving and teamwork. EIS is located in southeast San Diego about 20 minutes from UCSD and SDSU and across the street from the Euclid Avenue Trolley station.

We are looking for interns who want to hone their communication skills, develop leadership skills, and support STEM education opportunities for communities who are most underrepresented in STEM.

Interns will be expected to work from June 13 until August 26. There will be at least one week of training prior to the beginning of camp.

Interns will have frequent contact with students, parents and instructors. Interns will meaningfully aid our work to improve summer camp learning and fun experiences for children in ages 7-14.

Science Summer Camp Intern Position Overview

The Elementary Institute of Science is looking for interns to develop and oversee recreational and enrichment activities for our ten-week long science summer camp.

Hours are 20-40 hours a week, ranging from 4-8 hours per day depending on intern's availability.

Duties and Responsibilities

Although specific projects of the interns will be developed in collaboration with EIS Education Director and Program Coordinator, the following provides an idea of the scope of the internship. Plan and coordinate recreational activities to take place during lunch breaks for approximately eighty children ages 7-14 at the EIS Science Summer Camp. The internship would begin the second week in June for a minimum of three weeks to a maximum of twelve weeks. The first two weeks will be spent developing a series of recreational/enrichment activities. Activities will need to be 20-30 minutes long and take place five days a week over a ten-week period. The activities will be developed and conducted as two-member teams. Interns will also assist with administrative duties, including working at the front desk, checking in/out students, and classroom/supplies preparation.



- Work with the Education Director and Program Coordinator to develop content recreational activities for two to three age groups (7-8, 9-11, and 12-14 years old)
- Identify needed materials including costs and sources for recreational and enrichment activities
- Introduce and lead recreational activities over two-three lunch periods
- Maintain a safe and controlled environment during all activities
- Identify most popular activities and make recommendations for future camps
- Contribute to the creation of recreational activities manual
- Perform administrative duties including answering the phone, checking in/out students, preparing classroom materials, printing/filing paperwork, etc.
- Group supervision of students with attention to all of the following: program, health, happiness, discipline, cleanliness, safety, routine duties, character and skill development
- Understand, follow, interpret, and enforce all camp rules, policies, and procedures
- Serve as a role model to students
- Work with the EIS staff to find solutions to problems with facilities, programs, and campers

Perform additional job-related duties as assigned.

Qualifications

- At least 18 years old and a high school graduate
- Minimum of one year of college required with a focus in STEM and/or education preferred
- Excellent writing, organizational, research and oral communication skills
- Experience in working with children or youth
- Professional demeanor and work ethic
- Time commitment: 20 to 40 hours a week at our office in southeastern San Diego
- Must complete background check
- Must provide proof of COVID-19 Vaccination
- Strong calling to support underrepresented communities in STEM through education
- Fluency in Spanish or other second language is a plus but not required

Logistics

Location: 608 51st Street San Diego, California 92114

Compensation: Potential for college internship credit

Dates: Flexible with commitment of at least 3 weeks, 20 or more hours per week

Application Dates: The deadline to apply is May 31st at 11:59pm

To Apply: Send resume with inquiry email to Director of Education, Sandra Lebron, at info@eisca.org with the subject line "Summer Camp Intern"