



Maryland Summer Program Intern Position Description

Asian American LEAD Youth Leadership Empowerment and Development (AALEAD) is a youth development organization that supports low-income and underserved Asian Pacific American youth with educational empowerment, identity development, and leadership opportunities through after-school, summer, and mentoring programs. Visit www.aalead.org to learn more!

The Maryland (MD) Summer Program Intern will assist in the implementation of AALEAD's Maryland region summer youth programs and operations. The intern will report to a MD Middle School Program Coordinator. **Please note, this is an unpaid position, weekly travel stipend offered.**

Duration

- This internship will start the week of June 17 and end on August 9. The start and end dates are flexible pending mutual availability.

Time Commitment

- Monday – Thursday schedule during normal business hours with a minimum of 25 hours per week.

Location

- Maryland Office: 10111 Colesville Road, Silver Spring 20901
- Youth Program Site: Parkland Magnet Middle School, 4610 W Frankfort Dr, Rockville, MD, 20853

The MD office and program site are accessible via public bus transportation, which may not be reliable during the summer. While it is not required for this internship, it may be easier to travel if you have your own mode of transportation/vehicle.

Duties and Responsibilities

- Assist in the implementation of program activities, including managing classroom behavior and youth engagement
- Develop a series of workshops and/or planning an event addressing youth interests and/or issues
- Attend relevant meetings with designated program staff
- Work with a team to create a safe environment for youth to learn and be themselves
- Support the team with additional tasks as needed (i.e., recording attendance, organizing files, making copies, etc.)
- Collect and process data using Excel and/or Apricot software
- Deliver a culminating presentation and reflection on their internship experience

Learning Objectives

- Develop group facilitation skills
- Understand curriculum creation based on youth interest
- Gain insight on classroom behavior management, conflict resolution, and positive youth development
- Support individual youth needs (i.e. socio-emotional support and group integration)
- Develop collaboration and communication skills with external audience
- Determine if youth development work is for you

Qualifications

- Confidence and direct experience working with middle school to high school aged youth
- Proactive and ability to work independently
- Good oral and written communication skills
- Sensitivity to the needs of refugee and immigrant children and families
- Organized with attention to detail and strong ability to multitask

Preferred Qualifications

- Prior internship/work-study experience in social science, education, social work, liberal arts, or related field
- Experience with creating lesson plans and/or workshops
- Direct experience working with middle school to high school aged youth

Application Process

Send a resume, thoughtful cover letter, and summer schedule to Freidricka Camille, College and Career Mentoring Program Coordinator, at fcamille@aalead.org. Use "MD Intern" for the subject line. Competitive applicants will be invited to an interview.