



Organization: YWCA of Greater Atlanta
Internship Title: Teen Girls in Technology Program (TGI Tech) Intern
Location: YWCA Headquarters and Various Public School Locations
Type: Paid Internship
Compensation: Stipend

We are recruiting **Teen Girls in Technology Program (TGI Tech) Intern(s)** (with stipend) to join our Team. Please see the Position Description below for full details.

This is an Internship with a stipend and not a position of paid employment.

The Intern Position(s) are open until filled.

POSITION DESCRIPTION: TGI Tech Intern

Option 1: Summer Internship, May 31, 2017 – July 30, 2017

Option 2: Academic Year Internship, August 1, 2017 – May 31, 2018

Location:

YWCA of Greater Atlanta, 957 North Highland Ave. NE, Atlanta, GA 30306, and one or more of the following locations:

* Bunche Middle School * Druid Hills Middle School * Young Middle School * Chapel Hill Middle School * Sylvan Hills Middle School * Eddie J. White Academy * International Charter School of Smyrna * Memorial Middle School * Coretta Scott King Academy * Mays High School

Supervisor: Roxanne Francis, TGI Tech Program Director

Purpose: Proactively participate in the YWCA of Greater Atlanta's mission - to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities - by assisting in the coordination of the Teen Girls in Technology Program which provides diverse range

of empowering experiences that provide girls with opportunities to increase their skills and confidence in the fields of science, technology, engineering and math

MAJOR RESPONSIBILITIES:

- Working collaboratively as a member of a diverse team, assisting the TGI Tech Facilitator with providing direction, instruction, support and guidance to participants in the after school and Saturday program.
- Assisting with/providing hands-on STEAM/Computer Science education to YWCA's TGI Tech Program After-School and Saturday Program participants.
- Support the engagement of girls in curriculum activities to stimulate a deeper interest in technology using critical thinking, time management, teamwork, problem solving, leadership, and presentation skills.
- Proactively participate in the planning, coordination and hosting of Special Events, Field Trips and Small Projects.
- Work in compliance with all legal requirements, and organizational and departmental policies, procedures and standards.
- Fulfill the role of assisting the TGI Tech Facilitator during the after school program.
- Monitor program participant's development and progress in the TGI Tech program.
- Collect and maintain data for participations at participating schools (grades, attendance)

REQUIRED QUALIFICATIONS:

- Extensive experience working with children ages 8 -18 in a STEAM/Computer Science education capacity with a hands-on learning focus.
- High level of interest in, and a commitment to, continuous learning about the provision of STEAM education to children.
- Ability to work as a member of a team, be open to feedback, and seek guidance, direction and input from others.
- Ability to practice cultural humility, i.e. maintain an interpersonal approach that is other-oriented in relation to aspects of cultural identity that are most important to the person. Ability to work with/support individuals from diverse cultural and socio-economic backgrounds.
- Have extensive experience working with children between the ages of 12-18 with a minimum of at least 4 years of experience.
- Ability to be non-judgmental, open, honest and calm, and maintain professional boundaries.

TRAINING & OTHER REQUIREMENTS:

- Completion of training/orientation sessions to develop personal comfort level in classroom management, hands on STEM/Computer Science education.
- Clearance on a background check.
- Submitted documentation that confirms an absence of active Tuberculosis.

- Personal transportation to after school and program sites.
- Completion of all policies and procedures documentation.

TIME COMMITMENT:

Option 1: Summer Internship, May 31, 2017 – July 30, 2017

10 hours of service per week (post-orientation). This is an 8 week internship. This position has a stipend of \$800 to be paid at end of 8 weeks. Monday through Friday. Times varies.

If you have the "Required Qualifications" listed above, and can commit to sharing your talents, time, energy and heart to provide girls with opportunities to increase their skills and confidence in the fields of science, technology, engineering and math, we look forward to hearing from you!

Option 2: Academic Year Internship, August 1st, 2017 – May 31, 2018

10 hours of service per week (post orientation). This is a 30 week internship that begins the week of August 1st, 2017 and ends the week of May 31st, 2018. This position has a stipend of \$3,600 to be paid out quarterly (payment in December 2017 and May 2018). Must be available Three times a week, Monday through Thursday from 3PM -6PM

How to Apply:

Please send in a resume along with the **Volunteer Application Form** and **Volunteer Background Check** form and return it to roxanne.francis@ywcaatlanta.org with "TGI Tech Intern interest" in the Subject Line of the e-mail. Please let us know what Intern Option you are applying for. (Option 1 or Option 2 - see above for details). We look forward to hearing from you!

If you have previously submitted a **Volunteer Application Form**, please send us an e-mail with "TGI Tech Intern interest" in the Subject Line of the e-mail. Please let us know what Intern Option you are applying for. (Option 1 or Option 2 - see above for details).