



For Love of Children

Teach*Empower*Transform

Neighborhood Tutoring Program Intern Job Description

OUR MISSION

For Love of Children (FLOC) is a community-based nonprofit organization in Washington, DC. Since 1965, FLOC has created innovative programs that address the needs of our city's most vulnerable children and families. FLOC's mission is to provide educational services beyond the classroom that help students with high academic and financial need succeed from first grade through college and career.

Since its inception in 1994, FLOC's Neighborhood Tutoring Program (NTP) has been providing one-on-one tutoring to struggling students. NTP uses step-by-step curricula to help students gain the fundamental Reading and Math skills they need to reach grade level competency. Students are guided through curricula at an individualized pace and they gain confidence as they demonstrate their ability to master concepts.

Interns will be exposed to:

- Community and Organizational Partnerships
- Programmatic Structures and Strategies
- Educational Approaches and Strategies
- Volunteer Engagement
- Database maintenance
- Qualitative and Quantitative reporting
- Student and Family Engagement
- Team Meetings

Responsibilities:

- Identifying and researching engaging educational resources, reviewing weekly tutor feedback to provide suggestions for student activities
- Providing support to volunteers, acting as substitute tutor, acting as testing proctor
- Data entry and maintenance (attendance, pre/ post/ unit testing)
- Planning and implementation of special events (book festival, end of year party, scholarship dinner)
- Capacity Building Project (designed to meet intern interest and organizational need ex.

Curriculum analysis)



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Qualifications:

- Some college required
- Demonstrated interest in educational programming and youth development
- Experience with Microsoft Office, Google Applications and Online Research •
- Must be motivated, organized and possess excellent communication skills •
- Spanish skills a plus

Schedule and Compensation:

- 20-25 hours per week around program times (Tuesday thru Thursday 4-8:30pm & Saturday 9-5pm) *schedules are flexible and will be discussed during interview and confirmed once internship accepted*
- Monthly travel stipend

Locations:

- 1301 Pennsylvania Avenue SE, Washington DC 20003 (Tuesday, Wednesday, Thursday & Saturday programs)
- 1770 Euclid Street NW, Washington DC 20009 (Wednesday & Saturday programs)

Interested candidates should send resume and schedule of availability to Marisol Martinez, Human Resources and Operations Generalist; at mmartinez@floc.org Positions are open until filled. FLOC employs interns during the academic year and summer. **No phone calls please.**