

## **KidWorks K-5 Enrichment Intern Position**

### **Length of Service:**

We are requesting an intern for the period of **September through May**, with regular support hours from **1:00 PM – 6:00 PM**, Monday-Thursdays and occasionally some Fridays from **1:00 PM – 6:00 PM**. Occasional evening or weekend hours may be required for special events.

### **Nature of work:**

The K-5 Programs Department at KidWorks fosters a safe, engaging, and supportive environment for elementary-aged students. We focus on academic enrichment, leadership development, creative arts, and community building.

Interns in this role will assist with planning, coordinating, and facilitating program activities, workshops, and special events, while supporting ongoing partnerships with schools, churches, and community organizations. This position offers valuable hands-on experience in K-5 education and nonprofit program management.

### **Candidate Skills and Qualifications:**

The ideal candidate will have:

- A passion for working with K-5 students and building community connections
- Strong organizational and communication skills
- Ability to work collaboratively with staff, volunteers, and partners
- Experience in event coordination, elementary education, or community engagement is a plus
- Proficiency with Microsoft Office

In addition, the ideal candidate should be:

- Culturally competent and, ideally, bilingual (Spanish/English preferred)
- Organized, detail-oriented, and dependable
- Self-motivated and able to work independently without constant supervision
- Flexible and adaptable to shifting program needs
- Enthusiastic and creative when engaging with K-5 students and families

### **Roles & Responsibilities:**

Create a sense of community by exemplifying and communicating KidWorks' vision, mission, and values

- Organize and coordinate program elements in a timely manner with partners and volunteers (e.g., Love In Music Program, Friday Fun Days, KidWorks University annual workshop schedule)
- Ensure students are aware of special event opportunities and assist them with sign-up and attendance
- Lead workshops and seminars as required, both on-site and occasionally virtually
- Supervise K-5 students to maintain a safe and enriching learning experience
- Develop and contribute to partnerships with local schools, churches, and other organizations to support K-5 programming
- Assist with program outreach, marketing materials, and event promotion
- Participate in staff meetings, trainings, and planning sessions as needed

**Will be supervised by and report to:**

Rosie Estrada – K-5 Enrichment Associate

The intern will also collaborate with other K-5 Programs staff as needed for specific projects and events.