Each One Teach One: KIPP: Victory Co-Coordinator
Paid Internship for Spring 2019 and Fall 2019

**Internship Overview**
The Gephardt Institute for Civic and Community Engagement is hiring a paid intern to serve as one of the Each One Teach One student co-coordinators for KIPP: Victory Academy during the spring and fall semesters of 2019. The coordinator will collaborate with the other EOTO KIPP co-coordinator, and report to the Student Engagement Manager in order to implement the EOTO tutoring program four days a week at KIPP: Victory Academy. The K-12 and Youth Initiatives interns work as a team to implement many joint initiatives including: tutor recruitment, selection, training, and support as well as facilitating the volunteer Leadership Team (LT) of lead tutors and mentors in each program. The interns also work closely with their respective professional staff at KIPP: Victory Academy and Hawthorn Leadership School for Girls. Responsibilities include, but are not limited to, the following:

**Each One Teach One Team**
- Contribute to the planning and implementation of tutor recruitment, including coordination of information sessions, activities fairs, other outreach strategies, interviews, selection, and tutor assignments (two times per year).
- Contribute to the planning process for tutor training each semester, including planning and implementing program-specific training.
- Contribute to oversight and support for the EOTO Leadership Team, including bi-weekly meetings.
- Participate in weekly EOTO team meetings and weekly supervision meetings.

**Program Coordination**
- Serve as a volunteer Each One Teach One tutor one day per week.
- Develop and maintain tutoring schedule, roster, and other relevant materials.
- Organize and maintain supply of tutoring materials at KIPP.
- Communicate and work closely with the co-coordinator to ensure efficient distribution of tasks.
- Recruit, select, and train current tutors to serve as Leadership Team members each semester.
- Communicate regularly with LT members regarding tutor attendance, bus arrangements, program updates, and any issues or successes observed during tutoring.
- Meet bi-weekly with LT to discuss challenges, observations, ideas, and updates.
- Collaborate with school partners through regular phone, email, and in-person communication and by participating in planning and debrief meetings – with special attention to tutor training, tutor effectiveness, and student academic tracking.

**Gephardt Institute staff**
- Attend kick off staff retreats each semester and bi-monthly staff meetings for ongoing professional development and office-wide coordination.
- Support Gephardt Institute office efforts including staffing the reception desk, supporting special events, and posting flyers as needed.
- Participate in team efforts outside the office during special events such as the Civic and Community Engagement Fair, Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Write a semester report and update the coordinator manual each semester.
• Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and community standards.

**Desired Qualities of Successful Candidates**

• Initiative and professionalism
• Strong interpersonal & organization skills
• Professional oral and written communication skills
• Commitment to team approach
• Flexibility and creative problem-solving skills
• Tolerance for ambiguity
• Sense of humor
• Commitment to civic engagement
• Demonstrated experience and enthusiasm for working with K-12 schools and/or community-based organizations serving youth
• Ability to establish and maintain collaborative relationships with faculty, staff, students, and community partners

**Time Commitment**

Weekly time commitment may fluctuate depending on responsibilities. The KIPP: Victory Coordinator is expected to work approximately 10-12 hours per week. Hours are flexible based on student’s schedule, generally occurring in the office between 8:30am-5:00pm Monday through Friday, but often including evening/weekend commitments.

All Gephardt Institute interns are expected to attend the Gephardt staff retreat in January 2019 (date to be specified). Ideally, the intern will be available for transition meetings starting December 2018.

**Duration**

The internship is for the spring and fall 2019 semesters.

**Eligibility**

Washington University students who will be undergraduates during the 2018-19 and 2019-20 academic years – and have current or prior experience as an Each One Teach One tutor – are eligible to apply.

**Remuneration**

$9.00 per hour, paid bi-weekly.

**Application Process**

Applications are due online by **Friday, November 2, at 5:00pm**. To apply, complete an online staff application form, and submit a resume plus letter of interest that describe:

• Your past experience with K-12 or youth programming
• Specific skills and past experiences that would make you a strong program coordinator
• Why it is important that WashU students connect to local St. Louis public school students

Please email all application questions to Mike Jones, Student Engagement Manager, at mikejones@wustl.edu