

## **Job Description**

### **Middle School Support Intern**

#### **Part time**

This position is an unpaid internship opportunity and is available for 10<sup>th</sup> – 12<sup>th</sup> graders who are available **at least one** of the times below on a weekly basis. Hiring is flexible based off of student activities (sports, teams, groups, etc.) schedules.

**Schedule: Mon, 3:15 PM– 4:45 PM**

**Tue, 3:15 PM– 4:45 PM**

**Wed, 3:15 PM– 4:45 PM**

**Thu, 3:15 PM– 4:45 PM**

**September, 2022 – December, 2022**

**In addition, there will be attendance required for some initial training and gathering sessions and subsequent check-ins.**

Nativity Preparatory Academy is a tuition-free, private Catholic Middle School for grades 5 through 8 located in Rochester, NY's South Wedge neighborhood. The school services low-income students within the Nativity Miquel model of an extended school day and school year. Teachers and staff work with trauma-informed and restorative education lenses to provide opportunities for students to succeed academically, socially, and emotionally. Nativity focuses on instilling values of respect and creating a positive, safe environment for students to grow and learn.

For more information about Nativity, please visit our website [www.nativityrochester.org](http://www.nativityrochester.org). Please note that our building is not handicapped accessible at this time.

#### **Overview:**

- Under the formal supervision of the Student Activities Manager and the informal direction of teachers, works with individual students or small groups of students to reinforce learning of materials and classroom activities during study hall.
- Model study habits and academic organization skills
- Reinforce study hall procedures and protocol for Nativity students
- Report data and observations to Student Activities Manager
- Meet monthly with the Student Activities Manager for reflection and mentorship
- Work with college student intern instructors to address student needs

## **Qualifications**

- Strong communication skills
- Reliability
- Experience or desire to work with youth or in education
- Must be failing no more than one course

## **Compensation**

This position is unpaid. It offers a high school student an opportunity for career exploration, to contribute to their community, to build their resume, and to establish a relationship with prospective references.

**FOR CONSIDERATION, CONTACT PAULA DOLAN, DIRECTOR – SPECIAL PROJECTS AT [pdolan@nativityrochester.org](mailto:pdolan@nativityrochester.org) with the following or with any questions.**

- Resume
- Cover Letter
- Two teacher/staff references