



PROGRAM INTERN SUMMER 2023

Organization Description

Breakthrough Twin Cities (BTC) prepares students for college success and cultivates the next generation of educators. BTC is an independent 501(c)(3) non-profit with three sites in the Twin Cities: Mounds Park Academy (MPA), Washington Technology Magnet School in Saint Paul (SPP), and Chanhassen High School through Eastern Carver County Schools (ECC). Students in our middle school program attend three summers of academic enrichment, where they take classes in math, science, literature, & social studies and prepare for their six-year path to college with BTC. Students are taught by a diverse faculty of Teaching Fellows: college and high school students exploring the field of education with training and support from Breakthrough. Middle and high school students attend Saturday programming throughout the school year to continue building their skills, habits, and resumes to become successful high school students. Students matriculate into the College Bound program (grades 9-12) where they receive targeted support for each grade of high school.

Position Description

Program Interns will work to assist in programming and operations logistics for the nine-week summer program at one of our three sites: Mounds Park Academy, Washington Technology Magnet School, or Chanhassen High School. Program Interns will primarily be responsible for helping with the planning and implementation of logistic and programmatic tasks.

Responsibilities:

- Prepare and distribute weekly homework organizing materials (Booyah Sheets)
- Organize, distribute, and monitor inventory of program snacks
- Assist students in their academic learning during academic study hall
- An option to Co-teach an elective course of their design
- Participate in All School Meeting
- Participate in a Summer Committee alongside Summer Teaching Fellows
- Prepare for, implement, and track daily academic trivia questions
- Prepare for and help implement Friday Events
- Build high-quality, professional relationships with BTC students, families, Teaching Fellows, Instructional Coaches, and site staff
- Assist with additional programming and summer tasks, as assigned

Qualifications:

- Must be a 9th grade BTC student or older
- Demonstrate strong leadership skills
- Exceptional organizational skills
- Ability to initiate and follow through on ideas and projects
- Excellent written and oral communication skills
- Ability to work effectively with staff, teachers, and other non-teaching interns during the summer
- Ability to be present for all required times and dates
- Strong connection to students
- Demonstrates follow-through on responsibilities

Dates of Internship:

- Orientation: June 12, 2023-June 27, 2023 (~8:30 am-5:30 pm)
- Summer Programming: June 28, 2023-August 5, 2023 (~7:00 am-5:00 pm)
- Evaluation/Wrap-Up Week: August 7, 2023-August 10, 2023 (~8:30 am-5:00 pm)

Two late evening events with Students: Back to Breakthrough and Family Conferences.

One Saturday event: Family Celebration

Compensation: This is an unpaid, educational internship that we supplement with a \$2,500 living stipend (paid in installments throughout the summer).

****If you are interested in applying to become a program intern for summer 2023, please complete the application. [Application Link Here.](#)**

Deadline: Submit your application before April 10, 2023