



Programming Intern

Academy of Whole Learning (AOWL) is private non-profit K-12 school. We provide personalized learning paths integrating academic, social and life skills for qualifying students with autism spectrum disorder or related learning differences.

We are looking for a positive, creative individual to assist with special and ongoing projects for our summer program. Reporting to the Outreach Coordinator, emphasis will be on planning, organizing, directing, and controlling student learning as applied to social emotional learning opportunities.

Specific tasks include:

- Attend summer school programs to assist leaders with any questions, and provide help as needed
- Develop programming ideas or survey for ideas and club interest;
- Create inviting club registration forms and insert into the weekly newsletter;
- Take pictures of summer programming and ensure they are regularly posted on social media;
- With Front Office Assistant, manage summer programming rosters/numbers;
- Communicate summer programming information to parents/guardians, community members, teachers and staff;
- Purchase materials;
- Assist with special events (may require evening & weekend time)
- Add all dates to the Google Calendar;
- Assist with behavior intervention data base

As all of our staff and interns serve as models for the students we work with, you must understand and uphold AOWL's values and procedures and act as a positive representative of AOWL with students, families and in the community. You must also maintain confidentiality with information regarding our program participants.

To be qualified for this position, you must be working toward or hold a Bachelor's Degree in Human or Social Services, Communication, Education, Physical Education, Recreation, or any discipline relevant to the above duties. In addition, you must have an interest in working with people with learning disabilities and autism spectrum disorders and helping them succeed. You must have excellent written & verbal communication skills, as well as strong organizational skills. Must be able to pass a criminal background check, as well as be familiar with the Twin Cities area.

Internship Schedule: 25-40 hours per week, Monday–Friday with some evenings and weekends. We are looking for a minimum time commitment of 3 months, with the possibility of more time. The work schedule can be flexible and will be discussed during the interview process.

In this intern position, you will:

- Describe management functions of planning, organizing, directing student learning as applied to social emotional learning opportunities.
- Design, implement and evaluate programs and services appropriate to the setting and populations served, respecting personal, cultural, and developmental diversities.
- Work on tangible projects that will enhance your resume and portfolio
- Experience working for a private school
- Make a difference in students' lives

We provide a personalized learning path integrating academic, social and life skills for qualifying students with an Autism Spectrum Disorder or Intellectual Disability.

If you believe you are ready for this rewarding challenge, please send your resume, along with a letter describing your interest in this position, and why you feel as though you are the perfect person for this internship to Karla Przybylski, at karla.przybylski@academyofwholelearning.org.

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