



Company/Organization: Providence Day School Summer Programs

Position: Summer Programs Intern

Company/Organization Overview: Providence Day School is a Transitional Kindergarten-12 independent school in Charlotte, NC. It exists to inspire in its students a passion for learning, a commitment to personal integrity, and a sense of social responsibility. Providence Day Summer Programs offers a wide variety of day camps for rising grades TK - 12, as well as fully accredited academic courses. Summer programs take place during June, July and August each year and are open to the general public.

Internship Overview:

Essential duties and responsibilities:

1. Operates program in the absence of the Director. This includes:
 - a. supervising children and teachers
 - b. processing registrations
 - c. managing carpool throughout the day
 - d. managing facility use
2. Maintains the database for all summer programs registrants
3. Assists the Director in maintaining all materials for the summer programs
 - a. set-up and take-down of equipment
 - b. moving materials and supplies around campus
4. Assists the Director in managing summer office staff

Timeframe and Hours:

10-11 weeks beginning on or about May 20, 2019 and ending Aug. 2; Full Time (Monday-Friday, 40 hours/week; no work July 4-5, 2019)

Compensation:

\$12/hour

Qualifications:

Given the responsibilities and specific duties vested in this position, the Summer Programs intern must be able to communicate well, both verbally and in writing, and possess strong analytical skills in order to compile information and make informed decisions. He/she must be able to effectively present information and respond to questions from the Summer Programs community and the general public.

In addition, effective interpersonal skills are required to represent Summer Programs in the external community. In the office environment, the intern is called upon to exhibit patience, flexibility, tact, discretion, enthusiasm, equanimity, initiative, multitasking and prioritizing skills.

Proficiency with databases is required. Writing skills, verbal skills, editing skills, the ability to synthesize and summarize material, and the ability to organize are particularly desirable skills.

This is a senior-level internship. Applicants must demonstrate advanced problem-solving ability.

Physical Requirements:

The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Please submit your resume to Steve Bondurant '98 at
steve.bondurant@providenceday.org or call 704-887-6039 with questions.**