



EDUCATIONAL PROGRAM INTERN

Spark Central is your connection to creative destinations of all kinds. We are a community gathering place and creative learning center where people of all ages can access our high-speed Internet (1,000 Mbps), technology, rich and imaginative programming, and a curated book and media collection. Building on our neighborhood's rail yard roots, Spark Central is at the junction between where people are, and where they want to go.

One of the key ways we foster creativity and future success is by infusing writing, reading, and communication skills into our dynamic menu of programs for adults, teens, and kids. We believe these skills are the foundation of future success in the Information Age, where the jobs of tomorrow haven't been created yet. From learning to write code to learning to write a story, we offer community members a one-way ticket to growth and opportunity.

Spark Central is looking for an intern to support all areas of our educational programming, including youth programs. This position is unpaid or for college credit only. Applicants seeking college credit are responsible for submitting necessary information fulfillment requirements to Spark Central.

COMMITMENT

Please note that we're flexible and willing to work around an existing commitment.

Summer: Late June, July, and August; 10-15 hours a week as available

Academic year: One or more semesters; 10-15 hours a week as available

DESCRIPTION

The Education & Programs Intern is someone who has a passion for teaching and learning. They are eager to design and lead Spark Central programs and are comfortable working with a variety of ages.

Interns complete a project of passion during their internship that benefits Spark Central's patrons. This could include designing a new program, improving an existing program, leading a community project, or developing a system to help our programs run more smoothly.

RESPONSIBILITIES

You will work with the Programs Associate and Executive Director to execute the many programs of Spark Central and provide assistance for program planning and scheduling, though part of your schedule will be tailored to your specific talents and area of study. Duties will include:

- Leading/assisting with youth playshops
- Assisting with adult workshops and community events
- Processing registration/consent/evaluation forms, and making reminder calls
- Participation in outreach tabling at schools or community events
- Other related activities to support the work of Spark Central programs

DESIRED QUALITIES

The ideal programming intern is someone who relates well to youth as well as adults, and is inspired by helping them find the best ways to learn. We seek someone who takes great joy in teaching others, loses track of time in this pursuit, has a nuanced, intelligent sense of humor, and the ability to work in a fast-paced environment without losing their cool. This person understands the importance of detail and appreciates use of the Oxford comma.

Other qualities include:

- Outgoing individual who has experience working with people of diverse cultures and a variety of ages
- Passion for assisting others and teaching
- Strong verbal and written communication skills
- Responsible self-starter; task and detail-oriented
- Must be familiar with basic MS Office programs, Google Docs, and similar programs
- Above-average—bordering on exceptional—organizational skills
- Has patience, stamina, and flexibility to work in a busy, active environment with interruptions
- Office administrative skills
- Excellent sense of humor
- Reliable—good at watching the time

PERKS

As an intern at Spark Central, you'll connect with a wide variety of talented people in our community, learn new skills, and have a hand in creating dynamic programs. Internships are also a fabulous way to get experience in the field. We also offer interns:

- Free entrance to adult workshops under \$40 during your internship
- A letter of recommendation upon successful completion of you internship

HOW TO APPLY

Please email a resumé and letter of interest to programs@sparkwestcentral.org. In your letter, tell us why you are interested in the Programs Internship and what you believe you will bring to Spark Central's programs.