



AFTERSCHOOL & ENRICHMENT PROGRAM INTERN

Supervisor: Kaitlyn Nykwist, Afterschool & Enrichment Director

The Homeless Children's Education Fund (HCEF) is the premier agency solely dedicated to helping the more than 3,500 children who find themselves homeless each year in Allegheny County. Founded in 1999 as a 501(c)(3) non-profit organization, HCEF actively partners with a wide variety of organizations to help homeless children succeed academically and works to ensure that they are afforded equal access to the same educational opportunities and experiences as their peers.

Our **afterschool and summer programs** empower students to realize their full potential as learners and citizens through daily on-site programming led by highly qualified teachers and volunteers who work with students on homework, literacy, and creative projects.

Our **enrichment program** engages children and families in a variety of hands-on learning activities that foster their creativity and critical thinking skills. Through partnerships with Pittsburgh's leading cultural, artistic and educational organizations, we are able to meet the need for quality out-of-school-time learning opportunities for children served by homeless housing agencies in Allegheny County.

Primary Responsibilities

Building Blocks for Success Afterschool Program

- Work with elementary and middle school students at one or more afterschool program sites; support their learning and development through 1-1 tutoring, mentoring, and small group activities.
- Collect data and information to track student progress through web-based software system and surveys.

Parent Engagement Initiative

- Help develop program materials, find and document resources using google drive, create resource packets for families, help administer on-site programming

Program Evaluation

- Assist with program data collection, evaluation and analysis
- Interview children, parents, instructors, and shelter staff
- Administer surveys
- Basic data entry
- Experience with Google Drive, Google Sheets, Microsoft Excel, and Survey Monkey

Qualifications

- Student must have a major within the Humanities, Education, Social Work or related fields.
- Some experience with research is preferred, but not required.

This internship is unpaid, but college credit is available. All interested candidates should email a resume and cover letter to info@homelessfund.org.