**Lewis Educational And Recreational Nonprofit**

**Internships**

This Internship Description is for Lamar University students looking for an internship for community service hours, job experience or academic. ***All internship applicants must complete an Internship Application and submit a federal background check before an interview will be scheduled with the Executive Director.***

**Internship Description**

**Purpose of Internship:** The purpose of this internship is to exchange job responsibilities for high quality experience which students will be able to apply their academic training in a real world setting, develop skills and grow personally in career and personal goals.

**Academic Credit:**For you to receive academic credit for your internship, it is your responsibility to consult with your department head or faculty staff that is in charge of the class you are wanting credit for. This Internship Description is a generic description that we use for all Lamar University departments and colleges. The LEARN Executive Director, Melissa Lewis, can redesign the internship at any time, in order to attain the best possible learning experience and academic credit for your class per our organization's mission statement: To promote healthier individuals, improve academic achievement and enrich the lives of the youth in the Southeast Texas community by providing positive youth engagement programs and community service involvement activities.

**Supervisory Responsibilities and Relationship:**During the entire internship, the intern must remain in contact with the Executive Director, Melissa Lewis, for agendas and any evaluations or paperwork that needs to be completed from Lamar University and/or the department head or faculty staff. The Executive Director will be responsible for distributing appropriate agendas for your internship, be a positive role model, mentor to provide guidance and evaluation, provide you with real world experience and teach you the fundamentals of running an effective business.

**Required Number of Clock Hours:** The minimum required number of clock hours for an internship not receiving academic credit is 160 hours per semester (averaging 10 hours per week for 16 weeks). The required number of clock hours for an internship for academic credit varies depending on the university department or college: 200-400 hours per semester(s).

**Record of Clock Hours:** It is the ***intern's responsibility to record your hours each and every day you work.*** You will be able to log in on any computer or your cell phone to clock in and out. You will also be able to view and print your timesheets.

**Objectives of the Internship:**Your objectives are outlined in your job description as an addition to: Apply business concepts and theories to real world decision making; Increase proficiency in specific business disciplines; such as human resources management, operations management, marketing, accounting, statistics, economics, finance, and business law; Develop and improve business skills in communication, technology, and teamwork; Observe and participate in business operations and decision making (board meetings); Meet business professionals who can provide guidance, feedback, and support; Expand network of professional relationships and contacts; Develop a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.

**Expectations of the Intern:** During your internship, LEARN expects you to complete your objectives by the required time as mentioned on the agenda(s), ask questions and advice, learn as much as you can, make contacts and give your absolute best.

**Withdrawal of Internship:** At any time, if the intern is not performing their duties (job responsibilities and agendas) or their background check record comes back with any offences, the intern will be automatically withdrawn from our internship program and will not be given a future opportunity to re-apply for another internship or volunteer position with the Lewis Educational And Recreational Nonprofit (LEARN).

**Internship Acceptance:** You are not guaranteed acceptance of the internship you apply for with the Internship Application. Acceptance of an internship position is based on application, resume and interview. You will receive a written notice by postal mail and/or email message of acceptance or deny.

**QUESTIONS:** If you have any questions, please contact the Executive Director of LEARN by calling/texting (409) 679-7367 or email [learntx@yahoo.com](mailto:learntx@yahoo.com).

**Internship Positions**

**Developmental Team**

* Community Outreach Associates - The Community Outreach Associate’s primary responsibilities are to establish relationships, stewardships and stakeholders, conduct a variety of outreach activities and research and recruit and retain volunteers.
* Fundraising Coordinator - The Fundraising Coordinator’s primary responsibilities are to develop and implement a fundraising plan for the organization, which will achieve the goals for sustainable funding, the development of projects and delivery of core operations.
* Grant Writer - The Grant Writer’s primary responsibilities are to research, review and apply for local and national grants for the Lewis Educational And Recreational Nonprofit.
* Office Assistant - The Office Assistant’s primary responsibilities are to answer phones, take messages, file paperwork, work alongside the Executive Director and interns and to be an advocate for LEARN.

**Leaders**

* Early Childhood Education Teacher - The Early Childhood Education Teacher’s primary responsibilities are to lead toddlers and preschool age children to achieve academic, social-emotional growth and development, encourage parent/guardian participation in program classes and make sure the children have fun while learning!
* Emergency Management Instructor - The Emergency Management Instructor’s primary responsibilities are to provide disaster preparedness information and training to the youth, prepare the youth for natural disasters, technological disasters and first aid preparedness in schools.
* Health & Safety Instructor – The Health and Safety Instructor’s primary responsibilities are to provide life saving information and training to the youth in our community such as: CPR, First Aid and Life and Safety Skills.
* Water Safety Instructor - The Water Instructor’s primary responsibilities are to provide lifesaving information that will help reduce drowning incidents among children ages 5 through 12 years old, be a positive role model and inspire and enrich the lives of the youth in our community!