



Internship Role Description

for Eleven+ Scholar Applicants

Name of Hosting Organization:

Positive Education Program

Internship Role Title:

Prentiss Summer Program Coordinator

Number of roles available:

1

Available to (select any that may apply)

College Student

Graduate Students

Work Location & Office Covid Protocols is applicable (select any that may apply)

All in person

Internship Work Address:

21755 Brookpark Rd.
Fairview Park, OH, 44126

Many of applicants utilize public transportation. Is the work location accessible by public transportation?

No, the work location isn't accessible by public transportation

If this work location isn't accessible by public transportation, is there any additional support you can provide the intern?

No, additional support will be provided by the host.

Mission of Hosting Organization

Supporting young people to overcome and thrive.

How does this internship role support the mission/purpose of the organization

Our summer program at Prentiss Autism Center is a vital part of the lives of our students at Prentiss. Having a program coordinator will help facilitate the execution of the program activities, allowing classroom staff to focus on direct service to students as to ensure that the program is successful and brings value to our students lives. This directly impacts our mission as it will help our students thrive.

What functions within the organization will the intern be working with? For example, this role will work with Staff Counselor, Finance Staff, and Operations Team

This intern will be working alongside the staff at Prentiss. They would be assisting the principal, who is involved with all aspects of the Day Treatment Center. They would gain a lot of exposure to school administration and special education.

Will there be additional networking opportunities within the organization for the intern to gain expose to other roles and functions.

Yes, the intern would have numerous opportunities to be exposed to a variety of roles and positions at

Prentiss and within PEP.

Anticipated Start Date	Monday, June 3, 2024
Anticipated End Date	Wednesday, July 31, 2024
Total Number of Weeks for the internship:	8
Total Number of hours per week the intern is expected to work:	25
Workday starts at: (start time or flexible)	8am
Workday ends at: (start time or flexible)	4pm
Host Organizations website:	www.pepcleve.org
Contact Name	Jayleen Melendez Torres
Contact Email	jtorres@pepcleve.org
Mentor Name	Darlene Kelly
Mentor Email	Dkelly@pepcleve.org

Internship Summary

You will support the principal and other staff members within our PEP Prentiss Autism Center to help facilitate the 2024 summer programming for our students with autism.

Essential Responsibilities of this role?

- Organize and facilitate craft activities for students
- Organize, schedule and make reservations for any field trips and other activities
- Obtain all materials needed for summer camp activities
- Align activities to academic and social-emotional standards

Skill Development Opportunities

Communication Skills

Problem Solving Skills

Teamwork

Creativity

Adaptability

Work Ethic

Knowledge and skills required for this role

- Passionate about special education
- Detail-oriented (expected to ask for clarification if something is unclear)
- Effective communicator
- Organized
- Flexible

What does success look like for the intern at the end of the summer

Success in this role will be the completion of the 2024 summer program. The intern will leave the internship having a good understanding of how we utilize special education and therapeutics while aligning with our values, mission, and north star to ensure all of our students have a successful summer and thrive.

Other information

This is a fully in-office role. Intern will be expected to work 20-25 hours per week.

Prepared by: Jayleen Melendez

Date Tuesday, December 12, 2023