The Mary and Frances Youth Center (MFYC) on the VCU campus opened its doors in 2007 and provides programming and training to enhance the lives of youth in the Richmond metro area. One of these programs is Discovery, a summer program designed to attract a diverse middle school audience to a broad array of educational opportunities with a focus on the STEM disciplines, Health Sciences and the Arts (STEAM-H). Discovery’s mission includes introducing youth to higher education and career exploration opportunities. Discovery operates Monday – Friday between the hours of 8:30 am and 5:00 pm, and will offer three one-week camps during the summer of 2018. More information at https://mfyc.vcu.edu/.

Looking to gain more experience as a teacher? This opportunity may be for you! This position will be offered as an internship or externship for VCU students. In this role, education aids will assist STEAM-H instructors in classroom management, curriculum development, and the management of student experience.

**Position:** Four Intern/Exter­n positions available (three-four weeks)

**Hours:** 8:30am-5:30pm  
**Dates:** July 30 – August 17, 2018; required training starts in the beginning of July.

**Responsibilities:**
- Assist in the direction, supervision, and organization of campers.  
- Evaluate short- and long-term unit plans prepared by the lead instructor.  
- Aid the lead instructor in preparing materials and equipment for class activities.  
- Provide instructional assistance as planned with the lead instructor and administrators.  
- Assist the lead instructor in preparing for changing curriculum to meet the needs of campers with diverse cultural and socio-economic backgrounds, learning styles and special needs.  
- Maintain a clean, orderly and safe environment for campers.  
- Aid in the enforcement of classroom rules and the maintenance of appropriate incident documentation.  
- Communicate effectively with staff members, instructors, students and administrators.  
- Maintain confidentiality regarding camper information.  
- Participate in training activities as required.  
- Assist in assessing camper experience and progress as directed.  
- Exhibit interpersonal skills to work as an effective team member.  
- Demonstrate initiative in identifying and communicating potential problems/opportunities for improvement.  
- Perform other tasks as consistent with the goals and objectives of this position.

**Qualifications:**
- At least 21 years of age with a driver’s license; completion of VCU Safe Driver’s test.  
- Current college student or graduate, upper level or graduate preferred.  
- Able to and work with youth and adults in a positive manner.  
- Ability to communicate effectively (written and verbal) with staff, parents and volunteers.  
- Demonstrate high levels of endurance, positive attitude and leadership abilities.  
- Enthusiasm, sense of humor, patience, self-motivator, responsible, and adaptability  
- Ability to work independently

**To Apply:** Email your resume and cover letter that speaks towards your youth experience to arking@vcu.edu by April 9, 2018.