**PH.D. Education Externship Description:**

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 will offer three one-week camps during the summer of 2018 (July 30-August 17), operating Monday – Friday between the hours of 8:30 am and 5:00 pm. More information at [https://mfyc.vcu.edu/](https://mfyc.vcu.edu/).

This position is for a PH.D. extern who is responsible for creating a sustainable model for course curriculum development, participant evaluations, and youth engagement in the classroom.

**Position:** Externship  
**Hours:** February 16 – August 10 for approximately 120 hours  
**Reports to:** Program Specialist, Discovery and Director, MFYC  
**Start Date:** Flexible, but preferred date is February 16, 2018

**Job Responsibilities:**

- Develop a training session for Discovery instructors and training manual for future use.
- Assist or co-lead the instructor training.
- Create an instructor resource guide focused on community building, reflection and classroom management.
- Provide instructional design support for the RFP and submitted lesson plans.
- Review all RFPs to assist in selecting Discovery instructors.
- Analyze daily syllabus form submissions from Discovery instructors and provide feedback.
- Update participant, parent, and instructor evaluations and report on the results.

**Qualifications:**

- PH.D. candidate (in the School of Education) preferred
- Previous experience and desire to work with children; afterschool and summer programming a plus.
- Ability to communicate effectively with staff and volunteers.
- Enthusiasm, sense of humor, patience, dependability and adaptability.

**To Apply:**

Email your resume and list of three references that speak towards your youth experience to Alyssa King at arking@vcu.edu by January 22, 2017.