

The Up Side of Downs of Northeast Ohio Education Intern Job Description

Position: The Education intern will work directly with the Education Director to assist in planning and executing education programs at the Up Side of Downs.

Responsibilities:

- Help prepare materials for USOD education programs including but not limited to The Learning Program, Toddler Program and TEEN program
- During USOD education classes, assist teacher in classroom with preparing the classroom for student arrival, work with students on various activities, assist students that may need more individualized support, and support teacher in other areas on an as needed basis.
- Compile and analyze data relating to education programming
- Support Education Director and other programming staff with various responsibilities and activities on an as needed basis.

Skills Needed:

- Previous work with children or individuals with Down syndrome a plus but not required
- Detail oriented
- Excellent organizational and communication skills
- Have the ability to multitask, work independently, and meet deadlines
- Have an understanding of USOD programs and believe in USOD's mission

Time Commitment: 10-15 hours per week. Some evenings and weekends required.

Compensation: \$10.00 per hour

How to apply: Interested applicants should send resume and cover letter by December 1, 2019 to gina@usod.org or the address below:

Gina Mitchner
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