



## Inspired to Serve Summer Internship Program 2024

### **Organization Overview:**

Living Classrooms Foundation is a nonprofit organization whose mission is to strengthen communities and inspire young people to achieve their potential through hands-on education and job training, using urban, natural, and maritime resources as “living classrooms”. Through our unique learning environments, Living Classrooms provides access to more equitable education, workforce, health, and wellness opportunities that enable individuals to achieve their goals and build safer, stronger, and healthier communities for all.

### **Program Overview:**

This summer, Living Classrooms Foundation will host its annual cohort of “Inspired to Serve” Summer Interns. We have over 10 internship positions available, with placement options at several of our programs in Baltimore and Washington, DC.

Once chosen, each intern will have a specific and meaningful project to complete over the course of the summer. Interns will also have the experience of meeting with their cohort over the course of the summer to reflect on and learn from one another’s experiences.

Interns will be supported by a direct supervisor at his/her specific site as well as by our Associate Director of Volunteerism. Interns will receive service hours/credits if needed.

This program has been created to develop our interns professionally over the course of the summer. Interns will have the opportunity to learn about their individual sites as well as the overall nonprofit world.

### **Required Meetings:**

- Orientation: Monday, June 24, 2024
- Mid-summer meeting: To be scheduled virtually in July
- End of summer meeting/presentation: Friday, August 9, 2024

### **Position Descriptions:**

Each intern will have a unique position, based on personal interests as well as the needs of our programs. Once accepted to the program, you will receive more information about your specific position. We will do our best to place you in a position that relates to your interests and experiences.

Internship placements might include (but are not limited to):

- POWER House Community Center
- Workforce Development
- Maritime Education
- Fresh Start
- Historic Ships in Baltimore
- Baltimore Urban Gardening with Students (BUGS)
- Ascend Through Music Program

*Feel free to learn more about our programs on our website – [www.livingclassrooms.org](http://www.livingclassrooms.org).*

### **Job Responsibilities:**

Depending on the specific placement, interns can expect to gain experience in the areas of:

- Classroom management
- Program coordination
- Data collection/management
- Basic office duties
- Event coordination/planning
- Youth development
- Community outreach and engagement
- Lesson planning/curriculum development

### **Qualifications:**

- Currently a rising high school senior or college student (any level)
- Commitment to completing at least 100 hours of service this summer, between June 24, 2024 and August 9, 2024
- Excellent people skills and the ability to work with individuals of all ages and from a variety of backgrounds
- Team player
- Ability to take initiative and work without direct instruction
- Strong work ethic and passion for the organization
- Organized, able to multi-task, and detail-oriented
- Familiar with Microsoft office and comfortable with various online platforms
- Strong written and verbal communication skills

### **Location:**

Interns will be placed at various sites throughout Baltimore and DC. Interns are responsible for their own transportation to and from sites and parking costs as needed. Each of our sites are accessible via public transportation, but some are easier than others; if you will be relying on public transportation, please indicate that in your initial e-mail along with your resume and cover letter, so we can do our best to place you at a site that is more easily accessible.

### **Program Timeline:**

The program will start the week of June 24, 2024 and will end by August 9, 2024 (unless otherwise scheduled with site supervisor)

### **Application Process:**

Interested applicants should send both their resume and cover letter to Allie Dudley, [adudley@livingclassrooms.org](mailto:adudley@livingclassrooms.org) **by Friday, April 19<sup>th</sup>.**