Readers in the Heights Internship
Site Support Coordinator

What is Readers in the Heights?
Readers in the Heights (RITH) is a four-week summer initiative bringing literacy enrichment to elementary students in San Diego’s City Heights neighborhood.

What is Summer Slide?
For many lower-income students, the skills and knowledge acquired over the school year can be lost during the summer break. Students can fall up to two months behind by the time they return in the fall. Programs like Readers in the Heights, which keep students reading over the summer, help mitigate summer slide. Last year, 86% of children who participated in Readers in the Heights maintained or increased their literacy levels.

RITH Site Support Coordinator
Interns are unpaid and are eligible to receive credit through their educational institution. Interns will be on-site Monday to Friday, 20 to 25 hours per week, during the 4-week RITH summer reading initiative to assist in management and coordination of volunteers, reading materials, literacy activities, and any other necessary day-to-day logistics. Interns are to be considered as an extension of the United Way partner organization and thus held to the same expectations of timeliness, organization, and quality.

Professional Development Opportunities
- Assist in managing a classroom setting with kids
- Training on literacy activities for K-5th graders
- Implementation of literacy activities with K-5th graders
- Data management
- Exposure to community organizations and schools that partner on Readers in the Heights

Roles and Responsibilities

Logistical Coordination
- Attend a Words Alive training in June or July 2019
- Attend any additional training that RITH sites determine is necessary for effective organizational integration
- Provide positive quality interaction and activities with students to support their summer learning
- Learn site specific processes and work with site staff to determine the best workflow and division of duties for the summer initiative
- Be punctual and attend all four weeks of RITH programming
- Communicate with, welcome, and assist any extra-curricular programming that occurs on-site through Readers in the Heights
- Communicate with, welcome, and direct volunteers during the program
- Problem solve and communicate issues to host site organization as needed

Data Management
- Assist in the collection of student data and ensure all data is correctly tracked, inputted, and managed in the online data tracker
- Assist in the collection of attendance data on a daily basis and ensure it is correctly, tracked, inputted, and managed in the online data tracker
- Collect and input parent survey data into an online data storage system

United Way of San Diego County is an equal opportunity employer.
4699 Murphy Canyon Road, San Diego, CA 92123
P: 858.492.2000 • F: 858.492.2062 • uwsd.org
• Manage volunteer sign-in sheets and input the data into the online data storage system

Family Engagement
• Suggest 2-3 RITH families for United Way staff to speak with regarding their Readers in the Heights experience
• Be present on-site for pick-ups/drop-offs if hours allow to distribute information/tip sheets/program materials to families
• Make weekly calls home to families to leave messages about how the week went and provide some brief literacy tips, and reminders for programming the next week
• Create and implement creative incentives for at-home earning in collaboration with on-site staff

Required
• Must be full-time student in college working toward bachelors or associates at an accredited university or community college. Master’s level students are also welcome to apply.
• Must be willing to complete TB test, and clear a background check. Must provide 2 letters of recommendation from professors and/or supervisors from previous employment.
• Must be available to work at least 20 to 25 hours per week, Monday to Friday, from 8:00 AM to 4:30 PM over the course of 3 or 4 weeks during the summer, varies by site. Exact dates and locations are determined in April.

Preferred, but not required
• Pursuing a degree in Child and Family Development, Education, Public Health, Public Policy, Non-profit Administration, Urban Studies, or similar field.
• Previous experience working with children.
• Bilingual applicants encouraged to apply.
• Strong organizational skills a plus!

Please send resume and cover letter to Marisa Alvarez, Impact Manager, marisa.alvarez@uwsd.org