



Job Title: Jewels Academy Summer Internship

Program Overview

The Young Emerging Scientist (Y.E.S.) Program is a program of Jewels Academy that provides a hands-on approach to STEM orientation. It aims to increase the young women's exposure to STEM using a best practice curriculum. The targets demographic of the Y.E.S. program are females, minority groups, low-to-medium economic status girls in grades 4th - 9th.

Position Summary

This position requires patience, communication and computer skills (MS Office) and some level of web and literature design. This position is a remote position where they can work anywhere but need a computer and Internet. The intern will meet and report to the executive director by giving weekly updates on their projects and to do lists tasks. The to do lists tasks can vary from creating the monthly newsletter, web designing (minimum to no programming), creating marketing materials to updating social media sites on the activities within the organization. The intern will also participate in the STEM workshops as needed from photography, setting up the rooms to communicating with parents any questions they may have about the current day activities. The intern will promote social and intellectual growth following the principles of Jewels Academy by performing the following duties specified below.

Essential Duties and Responsibilities include the following (other duties may be assigned)

- Able to be present and on time during weekly one on ones with supervisor
- Adhere to Jewels Academy's safety policies and procedures
- Follow and respect the supervisor
- Utilize appropriate language, interactions, and positive discipline
- Create an open communication on progress of projects and tasks given
- Become familiar with the STEM projects by attending any required training as specified by Jewels Academy Executive Director, volunteer leaders and/or head instructor(s)
- Assist the executive director by the following:
 - Classroom setup (may include help with equipment setup and testing)
 - General understanding of the STEM projects (as gained through training attendance and/or required reading materials)
 - Prepare workshop materials per guidance of head instructor



- Maintain open communication with head instructor, students, parents and volunteers
- Help resolve minor issues that may occur in regards to the logistics of the program
- Report any safety or behavioral incidents to head instructor and/or appropriate Y.E.S. adult volunteer
- Assemble kits for the various workshops
- Conduct cycle count inventory at the end of the summer session

Desired Skills/Traits

- Computer literate
- Teachable
- Ability to work well in a collaborative and classroom environment
- Able to communicate with adults and younger children
- Shown interest in science, technology, engineering and/or math
- Demonstrated academic excellence as shown through high school transcripts and references
- Writing ability to effectively communicate through social media and other means of media

Information for work dates and time

In Summary the work dates and training dates and times are as follows:

Range from June – August with approximately 10 to 15 hours per week

All Trainings and majority of the work will be at:

1620 Pleasant Street, Suite 216
Des Moines, IA 50314