

**Servant Leadership Summer Internship Placement Site
Job Description
Summer 2012**

Organization Name: Graduation Generation

Physical Address:

Office of University Community Partnerships
Emory University
750 Suite 400 Commerce Drive
Decatur, GA 30030

Coan Middle School
1550 Hosea Williams Drive NE
Atlanta, GA 30317

Mailing Address (if different):

I have offices at each location above, please send mail to the Emory address.

Phone: 770.598.7304

Web site:

http://oucp.emory.edu/our_work/engaged_learning/graduation_generation.html

Internship Supervisor:

Barbara Coble
barbara.smith.coble@emory.edu

Bevin Carpenter
bevin.carpenter@emory.edu
404.514.5511

Organization's Mission Statement:

Our primary mission is to put programs and services in place to engage students, teachers and parents with a long term goal of increasing the graduation rate of Coan Middle School students.

Summary of organization's primary programs and services:

We work through the Office of University Community Partnerships at Emory University to put programs in place for the academic, social-emotional and physical needs of our students. We work closely with community resources, such as the Zeist Foundation and Communities in Schools and resources from Emory to facilitate the programs. We have worked with Emory professors who have implemented garden based lessons, art curriculum, ethno-graphic research about Graduation Generation, curriculum outlining learning styles of mathematics students and curriculum related to vocal instruction. We have facilitated an artist in residence teaching digital storytelling to our students through Young Audiences at the Woodruff Arts Center. We have also facilitated our students' participation in summer athletic programs at Emory, Georgia Tech and Georgia State. We have placed students with Encore Orchestra Camp, Coan Recreation, the Whiteford Community Program, Foundations for Educational Success, the Carlos Museum at Emory and the Atlanta Street Theater. We have also worked closely with the Center for Science Education at Emory to facilitate fellows who co-teach problem based learning lessons with our science and mathematics teachers.

Intern's title:

Graduation Generation Intern

Number of interns requested by this organization?

We would like to have 3 interns

Internship project/job description:

The graduation generation summer intern will have several responsibilities. The ideal candidate will enjoy working with middle school aged students. The intern will assist the graduation generation staff with planning and implementing an orientation for our 6th grade students, and leadership seminars for our 7th and 8th grade students. Other major responsibilities will include identifying summer camps for our students and arranging transportation to attend the camps. These duties will require direct and frequent contact with students and parents.

The intern will be expected to assist with developing indicators for success for the work done within the Graduation Generation

organization, attend meetings and take meeting minutes. The intern will also be responsible for developing multi-media presentations and developing spreadsheets with student data. There will also be opportunities to work to remediate low performing students in math, reading and writing, encourage and motivate students performing on grade level and challenge gifted students with engaging activities.

Other responsibilities will include assisting with the development of an after school program to be implemented at Coan in Fall 2012.

Qualifications:

Personable, adaptable to change, good telephone skills, computer proficiency: Excel, Word, Power Point; multi-media skills a plus

Other requirements:

The students' names will be checked using the Georgia and National Sex Offenders' Registry

Will the internship require that the student have a car?

It would be helpful, but not necessary. The student(s) can use public transportation to reach our offices.

Is placement site accessible by public transit or other transportation options?

Yes.