

JOB DESCRIPTION

- 1. CLASSROOM: OBSERVING, TEACHING & PREPARING NECESSARY MATERIALS**
- 2. READY ROOM AS NEEDED. GET DAILY MATERIALS READY, MAKE COPIES, HANG APPROPRIATE MATERIALS. READY ROOM FOR EACH WEEK BY MAKING COPIES, LAYING OUT FOLDERS, GETTING MATERIALS READY & HELPING BILL AND MRS. B AS NEEDED.**
- 3. HELP MS. B WITH LOGISTIC WORK: ASSIGNING CABINS, HORSES, FILING FORMS, ORGANIZING THE NECESSARY MATERIALS FOR MRS. B, ADMINISTRATIVE WORK AS NEEDED BY MRS. B**
- 4. HELP OUT WITH "RANCH WORK", DO WHAT IS ASKED OUTSIDE OF CLASSROOM; BE PREPARED TO WORK**
- 5. CARRY OUT INTERN ASSIGNMENTS; WEEKLY INTERVIEWS, QUESTION OF THE WEEK PAPERS (1 COPY TO YOURSELF, 1 TO BILL & 1 TO MS. B), WEEKLY SELF-RUBRIC, MEET WITH A FACILITATOR TO GO OVER MATERIALS NIGHTLY**
- 6. MAKE EMAIL LIST OF ALL VOLUNTEERS (WEEKLY). USEFUL TO THE INTERN SINCE IT GIVES A LIST OF CONTACTS OF ALL TEACHERS FROM ALL THE JKB SCHOOLS THAT HAVE ATTENDED SESSIONS AT THE RANCH**
- 7. KEEP A JOURNAL TO RECORD & REMEMBER THOUGHTS OR IDEAS BROUGHT UP IN CLASS TO FURTHER TEACHING ABILITY**
- 8. WRITE AN EMAIL OR LETTER TO THE BOYAJIANS ON WEEK 3 AND 5 TO UPDATE THEM & LET THEM KNOW ABOUT YOUR PROGRESS**

YOU WILL BE PAID \$800 FOR 5 WEEKS OF INTERNSHIP. YOU MUST BE ABLE TO STAY THE ENTIRE 5 WEEK TIME. YOUR ROUND TRIP FLIGHT WILL BE PAID FOR BY THE FOUNDATION. DURING THE BREAK WEEK OF YOUR INTERNSHIP, THE TIME SHOULD BE USED TO COMPLETE ANY PAPERWORK AND TO HELP GET THE RANCH READY FOR THE NEXT BLOCK OF WEEKS. THERE WILL BE SOME FUN AND R & R INVOLVED TOO!