



**Job Title:** Intern  
**Reports To:** President  
**Duration:** Summer Session (May-August)  
**Paid Position:** \$10/hr, paid bi-weekly  
**Prepared Date:** 02/2024

All Aboard for Kids is a Central Iowa-based non-profit organization committed to providing opportunities and resources that support families and individuals living with autism spectrum disorder. Our mission is to promote growth in all areas of development for autistic youth through dynamic and engaging learning experiences. AAFK currently hosts a 4-week morning summer STEM-based program for autistic children in grades K-12 and an afternoon workplace readiness program for autistic teens. Our program is located in Ames, Iowa.

#### **RECRUITMENT STATEMENT**

We are seeking an Intern to assist with the planning and implementing of All Aboard for Kids summer programming and community outreach. The Intern will gain a broader understanding of work in human services and the non-profit sector. Tasks will include assisting with many aspects of running a non-profit organization, including, but not limited to: program planning, coordinating, set-up and execution, marketing/public relations, fundraiser planning, parent/participant/special guest interviews, and attending and being an active participant in team meetings as well as networking meetings with potential community partners.

**TIMELINE:** Full-time while program is in session (2 weeks in **June** - 2 weeks in **July**) Monday-Friday, 7:45a-4:00p  
Part-time, flexible hours May - August, when program is not in session

#### **RESPONSIBILITIES**

- Compile and maintain an inventory of supplies/equipment
- Photograph students participating in daily camp activities for use in weekly videos and marketing tools
- Travel off-site as needed to obtain necessary materials while program is in session
- Work closely with Lead Teachers and Educational Associates, regularly checking in on classrooms
- Provide fill-in support support as needed (both on-site and off-site)
- Assist Program Coordinator with development and maintenance of social media presence
- Regular check-ins with admin team
- Other duties/projects as assigned

#### **EDUCATION and EXPERIENCE**

- Actively enrolled college student
- Knowledge of Google Docs/Microsoft Word, Google Sheets/Microsoft Excel, required
- Knowledge of various social media platforms (Twitter, Facebook, Instagram, LinkedIn, TikTok), required
- Experience working with youth with Autism Spectrum Disorder, preferred
- Experience using a professional camera to take photos, preferred

#### **WORKER CHARACTERISTICS**

- Excellent communication skills
- Ability to interact with team members and the public in a positive, professional manner
- Self-motivated and self-driven, able to think creatively and strategically
- Demonstrated initiative and "can do" attitude; strong drive to learn and contribute
- Demonstrated interest in the non-profit sector and human services arena

#### **SUMMARY**

The Intern is an integral member of the All Aboard for Kids Team, working closely with the Executive Team to further the mission of All Aboard for Kids. The Intern will have the opportunity to make an immediate and direct impact in helping autistic youth reach their full potential and in making Ames a more diverse and welcoming community for everyone.