



**Job Title:** Administrative Intern  
**Reports To:** President & Program Director  
**Duration:** January 20, 2025 - July 18th, 2025  
**Paid Position:** Feb 1 - May 9 (part-time, 10-15 hrs/wk)  
\$15/hr  
paid bi-weekly  
  
May 12th - July 18th (Full-time hours)  
\$18/hr  
paid bi-weekly  
  
Paid AAFK Holidays

**Prepared Date:** 01/2025

**For more information:** [info@allaboardforkids.com](mailto:info@allaboardforkids.com)

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 6-12, and an afternoon workplace readiness program for autistic teens. Our program is located in Ames, Iowa.

#### **RECRUITMENT STATEMENT**

We are seeking an Administrative Intern to work closely with our President, Program Director, and Admin Team, gaining hands-on experience in the field of human services and non-profit management. This role offers a chance to develop skills in various areas, including:

- Marketing and social media strategy
- Fundraiser planning and execution
- Updating position descriptions
- Supporting the staff recruitment and hiring process
- Managing registration forms and parent/participant interviews
- Creating and updating student bios
- Actively participating in team and networking meetings with potential community partners

#### **TIMELINE:**

##### **February 1 - May 9**

- Part-time hours (9am-3pm), with flexible scheduling options available
- Primarily remote, with some in-person meetings
  - Includes regular meetings (both Zoom and in person) with Admin Team
- AAFK Paid Holiday: Friday, April 18th (Good Friday)

##### **May 12th - July 18:**

- Full-time hours: M-F
- Mostly in person, with some remote work before and after camp sessions
- Required: On-site during camp sessions: Monday-Friday, 7:45a-4:00p
- \*AAFK Paid Holidays: Monday, May 26th (Memorial Day), Thursday, July 3rd, & Friday, July 4th

***\*No additional time off will be available during each 4-week camp session***

## RESPONSIBILITIES OF THE ADMINISTRATIVE INTERN

### Pre-camp

- **Social Media and Promotion:** Assist the Program Director in creating social media updates to promote camp, events, and programs.
- **Fundraising Support:** Help plan spring and summer fundraising events.
- **Recruitment and Onboarding:** Support the AAFK Administrative Team in recruiting and onboarding new staff.
- **Program Development:** Assist in planning and organizing the registration process for Summer 2025 sessions.
- **Participant Recruitment:** Aid in recruiting new participants for Summer 2025 programs.
- **Parent Engagement:** Support the Admin Team in conducting parent interviews for new student registrations and creating student bios.
- **Camp Setup and Training:** Help with camp preparation and facilitate staff training before camp.
- **Administrative Coordination:** Participate in regular check-ins with the Admin Team.
- **Inventory Management:** Compile and maintain an inventory of supplies and equipment.
- **Special Events and Logistics:** Collaborate with the Program Director to arrange special guests, programs, and field trips; coordinate transportation for off-site visits.
- **Staff Training:** Assist with facilitating staff training sessions before the summer program begins.
- **Other Duties:** Perform additional tasks and projects as assigned.

### During camp:

- **Inventory Maintenance:** Monitor and update the inventory of supplies and equipment.
- **Media and Marketing:** Photograph students participating in camp activities for weekly videos and marketing materials.
- **Logistics Support:** Travel off-site as needed to acquire materials during program sessions.
- **Classroom Assistance:** Regularly check in on classrooms, working closely with Lead Teachers and Educational Associates, and provide fill-in support as needed.
- **Program Evaluation:** Administer and coordinate weekly surveys to measure program impact.
- **Event Facilitation:** Organize and support special guests and field trips.
- **Communication:**
  - Maintain communication with Lead Teachers to address supply, snack, and other needs.
  - Serve as a point of contact for parents, managing communications via email or phone.
- **Attendance Management:** Oversee the sign-in/out notebook for both attendees and staff throughout the program.
- **Reporting:** Compile a comprehensive Summer Overview Report at the end of the program.
- **Team Collaboration:** Conduct regular check-ins with the Admin Team.
- **Other Duties:** Complete additional tasks and projects as assigned.

## EDUCATION and/or EXPERIENCE

- Knowledge of Google Docs/Microsoft Word, Google Sheets/Microsoft Excel, required
- Knowledge of various social media platforms (Facebook, Instagram), required

## 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 create their own tasks, 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 Administrative Intern plays a vital role in advancing the mission of All Aboard for Kids by collaborating closely with the President and Program Director. This position provides a unique opportunity to make a meaningful and immediate impact, supporting autistic youth in achieving their full potential while contributing to the development of a more inclusive and welcoming community in Ames.