



www.mylearningleaf.com

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JOIN THE LEARNING LEAF TEAM - BECOME AN INTERN

Looking to work with children in a positive and rewarding way? At Learning Leaf we ensure our staff and our clients are meeting their potential and exceeding their educational goals. Our Interns have the opportunity to assist in social media and marketing initiatives, create curriculum guides, co-manage the annual Children's Business Fair, assist with client relations, and learn the ins and outs of running a small business.

Learning Leaf will work with qualified candidates to customize their internship experience based on their field of study and learning goals. We can work with you and your schedule. Interns must complete 120 hours within the semester and complete the required forms approved by their institution.

This is a great opportunity for high school and college students wanting to go into education or business, as well as, college students looking for more experience and internship hours for their degree.

There are two internships available, one that focuses on education, common core standards and content creation and one that focuses on small business management and marketing.

Requirements

1. Attend business meetings and consultations
2. Attend training session and weekly meetings to review of progress and goals
3. Complete a progress report for tasks
4. Complete a time sheet documenting hours of work in your placement
5. Complete 120 hours and, if receiving academic credit, approval from institution
6. Personal qualities are as important as academic ones. Patience, ingenuity, and the ability to engage meaningfully with people from diverse backgrounds are qualities that we seek in prospective interns
7. Interns agree to abide by Learning Leaf Policies
8. Interns understand this is an unpaid position

Education Focus: The following are a list of tasks for this position, this list is not exhaustive and only a sample of tasks required.

1. Assist in creating curriculum guides for staff use
2. Create learning plans and study skills guides
3. Assist in planning, preparations, and mentoring for annual Children's Business Fair April 27, 2019
4. Create checklists and information guides for parents
5. Plan learning activities and workshops

Business Focus: The following are a list of tasks for this position, this list is not exhaustive and only a sample of tasks required.

1. Assist in social media marketing
2. Attend meetings, consultations, interviews and orientations for better understanding of the hiring process
3. Attend consultations to gain an understanding of obtaining new clients
4. Assist in planning and preparation of events, particularly the Children's Business Fair held April 27, 2019.
5. Create correspondence and checklists for tutors and clients to ensure employee and client satisfaction

Internship Application

Name (print) _____ Date _____

Address:

City:

State:

Zip:

Cell Phone () _____ Other Phone () _____

E-mail address _____

Education: _____

Last Grade Level Completed _____ GPA _____

Can you commit to at least one to two hours per week for a total of 120 hours within a 6 month time frame? Are there any weeks you will be unable to commit to these hours?

In general, what days and times are you **available**? (Morning, Afternoon, Evening, Weekends)

How did you find out about the Learning Leaf? _____

Screening Questions

- 1) Which position would you prefer to be considered for (education intern or business intern) and why?

2) Please describe any previous experience you have that will be relevant for the position you are interested in pursuing.

3) What other courses or training have you taken that would help in your role as an intern with Learning Leaf?

4) What makes you a good candidate for this position?

5) What do you hope to gain from an internship with Learning Leaf?

References: (name, title, email, phone number, relationship, time known)

1. _____

2. _____

Interns are expected to make the following commitments:

- I will act in a professional manner at all times.
- I will notify (preferably 24 hours in advance) Kristy and mentor if a serious emergency prevents me from keeping an appointment.
- I will be punctual.
- I will dress conservatively and professionally.
- I will attend all meetings.
- I understand that a missed appointment (without prior notification) and/or a missed meeting is sufficient cause to be terminated.
- I understand that Learning Leaf cannot guarantee my health and safety while in this internship program. I am responsible for acting prudently and exercising caution and commonsense at all times.
- I understand that I will be providing my own transportation to participate in this program.
- I agree that Learning Leaf would not be held responsible for any personal injury, death, or loss or damage to property suffered by me during periods of travel with and independent of the Mentor/Tutor Internship.
- I agree to adhere to Learning Leaf policies and practices.