

Job Title: SCALE Student Intern

Start date: October 2023

End date: April or May 2024

Compensation: \$10.00 per hour

Supervisor: Amy Keely

Job description: The SCALE student intern will work 5-7 hours/week with Amy Keely, the director of the South Carolina Afterschool Leaders Empowered (SCALE) fellowship. SCALE is a 10-month program focused on afterschool and summer learning leadership in South Carolina. Afterschool and summer learning directors from across the state learn how to scale-up their programs with evidence-based practices, obtain sustainable funding, hire and retain high-quality and passionate staff members, and most importantly help today's youth grow and thrive in today's world.

At various times throughout the year, the student intern may assist with the following tasks:

- managing spreadsheets, digital record-keeping, etc. related to the applicant recruiting, selection, and acceptance process
- Research and assist with logistics for the fall 2023 graduation, Amy's site visits, and the in-person convening on Furman's campus in late January 2024, including lodging and meals, presenter communications, and printed materials
- prepare materials for the convening, including welcome bags, notebooks, and many other elements
- provide on-site assistance during the in-person workshops (welcoming attendees, taking notes, etc.)
- research and compile resources related to afterschool learnings
- creating graphics and other print or digital materials related to the Fellowship, program evaluation, and best-practices

To apply: Send resume and cover letter to Amy Keely at amy.keely@furman.edu, or apply via Workday.