

# VTEC CTE -Student Activities Intern - Part-Time

## Job Description

**Department:** Programs

**Reports To:** Instructional Program Supervisor

**FLSA status:** Non-Exempt, Part-Time. \$15.00 per hour

**Updated:** 5/20/2025

CodeVA is a thought leader in the K-12 education community, developing and delivering engaging computer science content for learners and educators. We are a growing 501(c)(3) non-profit organization based in Richmond, Virginia, committed to retaining the core values that align our work with the organization's mission. CodeVA is committed to supporting learners and educators, building sustainable and collaborative communities, and employing creativity and problem-solving to support the changing educational landscape. Our funders and partnerships include Amazon, Capital One, Google, Meta, The Commonwealth of Virginia, The National Science Foundation, and many other companies, government agencies, and partners who value the need for a computer science-ready workforce.

The Part-Time Intern will work with the Programs Division of CodeVA to deliver student programming to the tribal communities throughout Virginia. Interns are responsible for assisting student programming staff at partner organizations in daily administration of classes, including: ensuring the well-being and safety of all youth ages 5-12, administering games and activities, maintaining a fun and safe environment, keeping the room clean and assisting with signing participants in and out each day. This is a unique opportunity to grow leadership skills in a hands-on environment and leave with a strong resume and even stronger sense of self.

Student programming camps will happen at tribal community centers for Virginia Native tribes, including, but not limited to, the Upper Mattaponi and Chickahominy tribes.

## Job Responsibilities

This is a 120-hour, short-term contract position where the intern will engage with computer science education nonprofits through student program delivery. The total number of hours may vary depending on our partner organizations, but will not exceed 20 hours/week. The requirements are as follows:

- Work alongside tribal program providers in classroom management and assist in the delivery of lesson plans and curricula for at least one youth class locally at a tribal community center during summer 2024, with additional potential to assist in tribal community programming in the fall
- Apply leadership practices and other instructional skills during summer camp with youth ages 5-12
- Supervise youth and ensure their safety, development, growth, skill achievement, and general well-being
- Organize and lead various small and large group activities and lead icebreakers
- Contribute to an environmental quality project by designing a system for automatic monitoring of data
- Perform additional tasks as needed

Note: The student programming and environmental quality project work are an **in-person, on-site** position (greater Richmond area) with virtual collaboration. You will work 5-15 hours in-person per week and must provide your own transportation.

## Job Qualifications

- High School Juniors, Seniors; Collegiate Freshman - Seniors
- Express an interest in building positive connections with other youth ages 6-13
- Possess a strong commitment to community service, especially to working within the tribal communities of Virginia
- A strong commitment to community service, especially in education-focused or non-profit settings
- Cultural sensitivity and the ability to engage respectfully and effectively with diverse populations, including federally recognized tribes
- Strong problem-solving skills and attention to detail
- Clear written and verbal communication skills
- Ability to work independently and collaboratively with peers and staff
- Reliable transportation to tribal communities in VA for in-person sessions

## Physical Qualifications

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Prolonged periods of sitting at a desk and working at a computer
- Use hands to finger, handle or feel
- Reach with hands and arms
- Stand and walk
- Occasionally lift up to 10 pounds