Summer Intern at ACLAMO Family Centers
Summer 2018
Norristown, PA

This is a BMC only opportunity. The selected student will participate in the LILAC Summer Funding Program.

Please apply through LILAC Summer Funding Form

About ACLAMO Family Centers:

ACLAMO was founded in 1976 by community volunteers in Norristown and Pottstown, was incorporated in 1977 and received tax-exempt status as a 501 c 3 in 1978. For 39 years the agency has been a reliable purchase-of-service provider of employment, housing, social and education services under contract to local, county and state government. In 1983 it was the first Latino agency to become a full member of United Way of Southeastern Pennsylvania, and United Way of Pottstown. Over the years ACLAMO has received and successfully implemented grants from many private donors, including foundations, corporate, sectarian and civic organization donors.

Today, ACLAMO Family Centers is still the only full-service agency for Spanish speakers in Montgomery County. Its leadership has invested 41 years in developing a model integrating access to health and educational services for English language learner students from early childhood to adulthood, with a special focus on families with young and school age children. From 2001-12, ACLAMO successfully provided kindergarten readiness for preschoolers, and adult education/ESL and parent education for English language learner families under contract to the Penna. Dept. of Education/ABLE’s Even Start Family Literacy Program. Since 2001 ACLAMO has partnered with Norristown Area School District to serve as its “bilingual community learning center” under NASD’s 21st Century Community Learning Centers program.

Disadvantaged youth in Norristown lack information about careers that could reward them with upward mobility, as well as the skills and training need for entry. Those with limited English are at an even greater disadvantage, since language and culture pose additional barriers. At least 65% of English language learner students in NASD are Title I-eligible, and TANF eligible. However, these students do not have access to extended day programs that enable them to strengthen English fluency, build and sustain motivation, and acquire information and basic skills they need to prepare for employment later on in careers that have strong demand and opportunities for advancement and upward mobility. To address these needs, ACLAMO operates after-school and summer learning programs in collaboration with Norristown Area School District (NASD) and five area college community service programs.

Internship Overview:

Full time, 8 weeks , 35-38 hrs/week

The first week of the internship will consist of training and prep for the Summer 2018 program. For 6 weeks in Summer 2017 ACLAMO will operate a summer bridge learning and career exploration for disadvantaged youth Monday-Fridays mornings from 8:00-2:00 PM and a teen club Tuesdays and Thursdays from 3:00 pm to 5:30 pm at ACLAMO Family Center or any other location in Norristown. For hands on experience the older cohort will be traveling every day to Morris Arboretum –University of Pennsylvania and the younger cohort will stay in the building. You will be assign to
work with the older cohort. Program days will total about 30 days and run from July 2 – August 11 with most afternoons set aside each week for teacher prep time and assessment/report compilation and one week at the end of the program (August 13 – August 17) for team to clean up, organized materials and prepare the final program report. Staffed by qualified bilingual teachers and assistants, the program will provide career exploration and fun, thematic activities to strengthen basic skills in English and math, along with exercise and healthy recreation. In addition, the field of engineering and science will be explored, as well as applications of technology. This year the program will incorporate arts activities and financial education.

Responsibilities:

- Tutor and assist students, particularly those with language-learning needs or disability
- Accompany students to Morris every day to Morris
- Prepare and give lessons directed to by the lead teacher
- Organize games and activities to promote physical, mental, and social development
- Supervise students during class time, entrance and dismissal, enforcing administration policies and rules
- Prepare lesson materials by typing, filing, copying, labeling or laminating
- Use internet resources to develop new and engaging lesson materials
- Create bulletin board displays, exhibits and demonstrations of students’ work
- Maintain computers in classrooms and laboratories
- Discuss tasks with the teacher, volunteers and tutors assigned to the classroom in order to streamline instructional efforts
- Maintain the cleanliness of the classroom which will include vacuuming, dusting, picking up materials, wiping down surfaces and arranging desks and chairs
- Other duties as assigned

Qualifications:

- Computer literate, specifically in Microsoft Outlook and Microsoft Office
- Strong communication and organization skills
- Able to work effectively as a member of team
- Believe in the academic potential of all students
- Be a passionate supporter of ACLAMO’s mission, vision and programs
- Observe confidentiality, privacy, and dignity of each person in the program.
- Needs all clearances required by law.

Application Instructions:

Please apply through the LILAC Summer Funding Form by Monday, March 5th

For more information, contact:

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