

LA ESCUELITA ARCOIRIS

Volunteer/Internship Job Descriptions

La Escuelita Arcoiris is a Spanish Immersion program offering toddler – kindergarten, community events and fundraisers.

Name of Project: (see below)
Date: (on-going or specific, see below)
Time: varies M-F, 9 – 5:30, unless otherwise specified
Location: La Escuelita Arcoiris (Lower level of Church of the Redeemer)
5700 Forbes Ave, Pittsburgh, PA 15201
Contact Person: Ellen Tafel
Administrative Director
412-421-4787 or admin@laescuelitapgh.org
www.laescuelitapgh.org

On-going Internships/Volunteer Positions:

Classroom Assistant (flexible schedule, M-F b/w 9 – 5:30) *unpaid

Fluent Spanish speaking volunteers are needed to assist with preschool classroom activities, summer camps and after-school programs. Assistants are expected to support teachers in all aspects of running a class; i.e. supervising children, preparing craft materials, singing songs, playing games, providing snack and cleaning up the classroom. La Escuelita Arcoiris is a Spanish Immersion program offering toddler – kindergarten, community events and fundraisers. Child-abuse and Criminal history background clearances required.

Office Administrative Assistant (Monday – Thursday b/w 9 – 5:30 pm) *unpaid

This person will work side by side the Administrative Director on a variety of projects. Responsibilities may include; database entry/management, preparing mailings, running errands, layout and printing of classroom photos, filing and organizing, creating binders, handbooks and brochures, shredding paper, receiving and returning phone calls and/or emails, etc. Organization and Enthusiasm a must! Spanish speaking and some experience with digital photography, access, publisher and excel helpful but not required. This would be a great opportunity for a student in business, communication, education or Spanish or just someone responsible and interested in non-profit management.

Digital Photography/ Video Coordinator (or Video Documentation) *unpaid

This project can be divided into two phases: phase one is the digital photography and phase two is the video journal. This is a unique opportunity for someone interested in early childhood education to design and implement a system for classroom photography and documentation. We strive to offer parents a glimpse of their child's daily experience on a regular basis by capturing activities through digital photography. However we need a system implemented from beginning to end; from educating teachers on the basics of digital photography, editing pictures, charging batteries and using memory cards to downloading pictures, storing them on a pc and creating documents ready to be printed or published on-line for sharing with families.

Ideally this person will also be responsible for creating a video journal of classroom activities. This project requires recording video of teacher/student activities during preschool hours. Editing and converting the video to usable clips and/or other presentation modes, adding audio and/or text will be an important part of this project. The goal is to document the variety of activities offered at Escuelita Arcoiris that can be used for marketing and research purposes.

La Escuelita Arcoiris is a Spanish Immersion school offering toddler – kindergarten, summer camps, after-school programs, community events and fundraisers. A Spanish speaker with enthusiasm, motivation, digital photography/video experience and pc savvy required. Child-abuse and Criminal history background clearances required.