



Site Administrative Intern

Position Description

Position Summary

Make an impact. Build your leadership skills. Help a Freedom School site thrive. Site Administrative Interns (SAIs) are paid summer team members who support daily site operations under the Site Coordinator. SAIs manage communications and records, track attendance and family engagement, coordinate volunteers and enrichment, and assist classrooms. This fast-paced role requires organization, professionalism, adaptability, customer service, and teamwork. Required training and consistent attendance throughout the summer program are essential. This experience takes place in Charlotte, NC.

Primary Duties

Training & Program Commitment

- Maintain full-time attendance from late May through early August 2027, including required training, program days, enrichment activities, team meetings, and occasional evening events.
- Participate fully in required pre-service training and professional development sessions.
- Arrive prepared and on time for all assigned program responsibilities, typically 7:30 a.m.–4:30 p.m., with occasional evening events from approximately 5:30–7:00 p.m.
- Apply training and feedback to strengthen site-wide leadership, scholar engagement, and professional practice.

Office Administration

- Monitor site calendars, emails and phone calls, in collaboration with the Site Coordinator.
- Setup and maintain Harambee space; Assist with site set-up and clean up
- Support the Site Coordinator in fostering teamwork, open communication, and positive site culture.
- Collaborate with site staff to create a supportive, structured, and positive environment for scholars.

Volunteers/Enrichment Support

- Organize and manage Harambee, including communicating reminders to guest readers in collaboration with the Community Engagement Manager.
- Support staff and co-facilitate enrichment activities, ensuring all materials and permission slips are prepared.
- Submit daily feedback reports.
- Review the events calendar with staff to coordinate daily activities.

Scholar and Family Engagement Support

- Complete scholar attendance.
- Track Family Engagement daily.
- Lead setup for and co-facilitate Family Engagement events.
- Be engaged with and support classrooms if not performing administrative duties or as needed as a substitute.

Health & Safety

- Ensure health and safety standards are maintained; report concerns to Site Coordinator promptly.

Ideal Candidate Profile

- At least 21 years old and either a current college student with prior Freedom School Servant Leader Intern experience or an early-career educator.
- Documented experience leading and working with youth through prior satisfactory service as an FSP Site Administrative Intern or Servant Leader Intern, or at least two years of comparable experience.
- Maturity, professionalism, and sound judgment to lead and support children, communicate effectively, resolve conflict, and contribute to an intergenerational team.



- Strong administrative and customer service skills, including proficiency in Microsoft Word and Excel and the ability to plan, prioritize, and complete tasks on time.
- Ability to reside in the Charlotte area for training and the full program, with valid ID and reliable transportation; housing assistance is not provided.
- Commitment to children's advocacy, servant leadership, and respect for diverse cultures, with the ability to work in summer heat, lift at least 50 lbs., participate in field trips and activities, and pass required drug and background checks.

What You'll Gain

- Leadership development
- Hands-on teaching experience
- Networking with peers and professionals
- Personal growth through service and advocacy

Compensation

- Stipend \$3,400-\$4,000 based on years of experience

Accountability

Shall be accountable to the Site Coordinator.

About Freedom School Partners

Freedom School Partners (FSP) is a nonprofit organization that strives to stop summer learning loss by offering opportunities that build children's reading and social-emotional skills. FSP serves our community's most vulnerable children, providing access to a rich summer learning experience in which they maintain or gain reading ability. Freedom Schools are led by college student interns and connect scholars to a broader community that believes in and advocates for them. In addition, FSP engages parents as partners to support scholars' success. FSP's mission is to inspire our scholars to love reading and learning, believe in themselves, and create extraordinary futures.

Application Process

Ready to inspire young minds and grow as a leader? Apply now at www.freedom-school-partners.org/careers.

Disclaimer

The above statements are intended to describe the general nature and level of work performed by person(s) assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. **FSP reserves the right to amend the position description due to unforeseen circumstances.**

Equal Employment Opportunity

FSP desires to have a workforce, which is diverse and inclusive. FSP offers equal employment and advancement opportunities to qualified individuals, without regard to race, color, religion, creed, ancestry, national origin, sex, age, disability, marital or veteran status, sexual orientation, gender identity, political ideology or membership in any other legally protected class.