The Cabbage Patch Settlement House
Louisville, Kentucky

Mission Statement:
The Cabbage Patch Settlement House is a local, non-profit Christian organization. Our mission is to equip and empower at-risk children, youth and their families, to be self-sufficient by helping them maximize their economic, educational, emotional, moral, physical, social and spiritual potential. We accomplish this through three major programs: Counseling and Family Services, Recreation and Youth Development and Educational Opportunities.

Internship Title - Educational Assistant, Educational Opportunities Program

On Site Supervisor/Co-educator:
Rod Napier, Ed.M., Director of Programs and Facilities
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502-753-4447
1413 South 6th Street, Louisville, KY, 40208

Duties/Project Description:
The intern will work with urban at risk students who voluntarily agree to participate in our summer academic enrichment program. The intern will have the opportunity to work with three professional educators in both one on one and small group educational learning experiences. The core components of this department are: tutoring, supervised study hall, reading readiness, math readiness, computer education, college preparation classes and a college scholars program. Our summer enrichment program also includes the opportunity to plan and implement academic, theme based Day Camps (Living History, Science, Creative Writing and College Campus Tours).

Qualifications:
Educational Assistant:
- Intern should have knowledge in several academic subjects, especially math, writing and history.
- Physically fit and capable of inspiring “challenged,” often unmotivated students to want to learn and participate.
- Knowledge of individual and small group teaching methods would be helpful.
- Experience working with or teaching urban youth, grades 2-12, would be beneficial, but not necessary. Interns will gain experience teaching one on one and in small groups.
- Capable of developing positive personal relationships quickly.
- Comfortable enforcing our behavioral code. Our rules are similar to those enforced in most public schools. The emphasis is on demonstrating respect for others and learning boundaries. We provide counseling to those participants with behavioral issues.
Orientation Program:
The intern will receive a full week of orientation about able our agency - mission, program goals and our Standard Operating Procedures. We are willing to mentor the intern in any aspects of our non-profit agency. Interns are expected to follow our policies and procedures. This has never been a problem for previous interns.

Supervision/Mentoring Schedule:
We will provide any level of mentoring the intern needs to be successful but no less than one structured session per week. Our Director of Programs is experienced in supervising and directing interns and has 35 years of experience in working with youth in recreational and educational programs, organizational administration, etc. As a former college professor he has managed interns in the field and is more than willing to mentor any person excited to learn.

Working Conditions:
We will make an office space and computer available to the intern. No personal vehicle is needed as we transport our participants in 15 passenger Ford vans, which our staff are trained to drive. Our environment will be noisy, busy, possibly hot when doing outside activities and challenging. Our work environment is always “controlled” by our policies, expectations and professional staff or selected adult volunteers. All clients are expected to adhere to a firm but fair behavioral code, which is similar to most public school rules. We practice a philosophy of respect for self, for other, and a pride in The Cabbage Patch and its facilities. A Behavioral Intervention Specialist is in charge of any serious behavioral violations. Interns are asked to help us be aware of any child who demonstrates a need for intervention.

Preparation:
We would encourage the intern candidate to communicate with us to determine what they could do to prepare themselves to be able to have the best learning experience. Reading in subjects such as: discipline, risk management (relative to camping programs); how to prepare accurate and meaningful reports; and how to work successfully with at risk urban youth would be beneficial.

Is the organizational accessible via public transportation? Yes, however bus routes and their schedules can pose a challenge depending on where a person lives. The Cabbage Patch is located near several bus lines/routes.

Does the intern require use of a personal vehicle? No, but we have a very interesting community that the intern should make an effort to see and experience. A private vehicle would make this easier.