

# Hamlin Robinson School

WHERE LEARNING HAS NO LIMITS

## HRS Learning Center Student Internship Program

### About

The Hamlin Robinson School (HRS) Learning Center offers educational resources and services for students, families, educators, and community members. These include tutoring, educator workshops, parent support groups, Slingerland® summer literacy classes, parent education series, screening services, and more. Our goal is to share our expertise on dyslexia and language-based learning differences with as many people as possible, extending beyond the students, parents, and teachers at Hamlin Robinson School.

### Program Overview

**Goal:** The goal of this program is to provide students and young adults with hands-on experience in educational support, program management, and community outreach, with a focus on supporting children with dyslexia and other language-based learning differences.

**Duration:** Flexible

**Location:** Hamlin Robinson School (Seattle, WA)

### Responsibilities

- Partner Support
- Community Outreach / Engagement
- Summer Camp Management
- Office / Administrative Support
- Program Assistance
- Education / Classroom Support / Tutoring
- Event Planning

### Educational Support

- Assist in preparing and organizing learning materials.
- Observe and support in classroom settings under the guidance of experienced educators.

- Help support tutoring sessions and provide support to students as needed.

### **Program Management Assistance**

- Aid in planning and executing educational programs and events.
- Assist with administrative tasks such as scheduling, record-keeping, and data entry.
- Assist in event setup and coordination activities with the Learning Center, Facilities and Advancement teams.
- Opportunities to participate in special projects related to technology in education, development of educational materials, etc.

### **Community Outreach**

- Participate in organizing community engagement activities.
- Help in creating materials for parent and community workshops.
- Help support partner meetings and activities.
- Assist with external outreach activities.

## **Learning Objectives**

Interns will:

- Gain practical experience in a supportive and inclusive educational setting.
- Enhance understanding of language-based learning differences and inclusive education practices.
- Develop skills in creating and adapting learning materials to suit diverse learning needs.
- Learn to assist in implementing lesson plans and educational activities in a way that accommodates different learning styles.
- Observe and learn classroom management techniques from experienced educators.
- Learn the basics of educational program planning, including goal setting, resource allocation, and execution.
- Gain experience in organizing and managing educational events or workshops.
- Learn the importance of collaboration among educators, support staff, and families in student success.
- Gain insights into potential career paths in education, special education, or related fields.
- Receive mentorship and professional guidance from experienced educators and staff members.
- Understand the role of community engagement in educational settings.
- Learn strategies for advocating for students with learning differences and raising awareness about their needs.

Interns will receive regular feedback on their performance. A final evaluation will be conducted at the end of the internship.

## Qualifications

- High school students (10<sup>th</sup> grade or older), college students, and select young adults
- Interest in education, special education, or related fields preferred
- Good communication and interpersonal skills
- Basic computer and organizational skills

## Position Details

- **Duration:** Flexible
- **Hours per week:** Flexible
- **Compensation:** Unpaid
- **Location:** In-person at Hamlin Robinson School

## Application Materials

Please submit the following:

- Resume
- Cover letter

To apply, please submit your application materials to Rod Walton at [rwalton@hamlinrobinson.org](mailto:rwalton@hamlinrobinson.org).

For questions, please contact Rod Walton at [rwalton@hamlinrobinson.org](mailto:rwalton@hamlinrobinson.org).

*Hamlin Robinson School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*