VOLUNTEER OPPORTUNITY #11

Brooklyn Ascend Middle School, located at 123 East 98th Street, Brooklyn, NY 11212 is looking for Student Life Volunteers to assist in various areas. The positions are:

- Peer Tutor
- Peer Mentor
- Administrative Assistant
- Assistant Coach/Instructor

A detailed job description and qualifications for each position is listed below. Please complete the application below, attach a resume and send to:

Marsha Bannister Gadsden, Director of Student Life
mbannister@ascendlearning.org

If you have any questions or need any assistance, free to see me in Room 1W9

Mr. Honor

To Fill Out The PDF Application:

Instructions:
Go to www.PDFescape.com

- Start Using – UNREGISTERED
- Upload a file to PDFescape
  - Choose file and upload
- Complete form – page by page
  - You can copy and paste (CTRL-V)
- When you have completed the form:
  - Click on green button (Save & Download) on left side panel
  - The file is displayed at bottom left side
  - Click on “Keep” – then Open file
- The completed file will open
  - Go to File, then Saveas and save file to your desktop – rename file with your name
  - Save and then email the completed file to mbannister@ascendlearning.org

Important Note: If you are selected for the internship, please inform Mr. Honor IMMEDIATELY via email at: bths.internship@gmail.com
BROOKLYN ASCEND MIDDLE SCHOOL
Student Life Volunteer/Un-paid Internship Application

Attn: Marsha Bannister Gadsden, Director of Student Life
123 East 98th St, Brooklyn NY 11212
mbannister@ascendlearning.org, 347-461-2248

APPLICANT INFORMATION

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<th>Last Name</th>
<th>First</th>
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<th>Grade</th>
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Dates Available

Position(s) You Would Like to Apply for:

- Peer Mentor
- Assistant Coach/Instructor
- Peer Tutor
- Administrative Assistant

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<th>Job</th>
<th>Job Description</th>
<th>Qualifications</th>
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**Peer Tutor**

To assist scholars in small groups with assignments in math, science, ELA, social studies, and Spanish; to teach and encourage effective study skill habits

- strong communication skills
- Patience
- Ability to explain clearly and respectfully
- 85% or higher averages on assessments in subject area

Monday – Thursday 4-5pm
Friday 2:30-3:15pm (except for assistant coach/instructor)

**Peer Mentor**

To help resolve conflicts that arise in school by providing advice, support, and serving as a role model; to help increase problem-solving skills, communication, and self-control

- Sensitivity to others and their needs
- Strong problem-solving skills
- Strong communication skills
- Ability to explain things clearly and respectfully
- Showing initiative

Good academic standing

**Administrative Assistant**

Assist faculty in administrative tasks; Organizing and/or maintaining bulletin boards

- Strong organizational skills
- Excellent time management
- Collaborative skills
- Reliable and responsible

**Assistant Coach/Instructor**

Assist faculty with the development and leading of various activities: chess, hip hop dance, drawing, community service, glee club, etc.

- Ability to work well with others
- Leadership abilities
- Serve as a role-model to others by upholding BAMS core values of achieving with integrity, leading with respect, choosing greatness and being there
Please explain (in less than 200 words) why you desire this position and what makes you a good fit

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Recommendation: Please have a teacher/faculty member fill out the form below

Recommender: _______________________________________________________ Position: _______________________________

Please describe in a few sentences how you know the applicant and why you believe the applicant is a good fit for the position selected above

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Recommender Signature:____________________________________________________________  Date:__________________________

Applicant Signature: ________________________________________________________________  Date:___________________________