



2020 Summer Intern Job Description

Job Overview: Kaleo Academy is looking for a summer intern for June-August 2020. This person will assist Kaleo Academy staff in maintaining contact with Kaleo Academy Alumni and providing resources for the Friends Church.

Reports To: The Kaleo Academy Summer Intern will report to Brockie Follette, Kaleo Academy Director.

Responsibilities and Duties:

- Help Kaleo Staff maintain contact with Kaleo Alumni throughout the summer via phone calls and social media and maintain reports of contacts and information from Alumni.
- Help Kaleo Staff develop resources for Kaleo Alumni.
- Help Kaleo Staff develop resources for leaders in the Friends Church.
- If travel is possible this summer, help Kaleo Staff at various Friends events and Yearly Meeting sessions around the country to provide resources and to promote and recruit for Kaleo Academy.
- Participate in weekly virtual Kaleo staff meetings.

Qualifications:

- High School graduate or older
- Kaleo Academy Alum or very familiar with the Kaleo Academy program.
- Self-motivated and responsible person with a passion for the future of the evangelical Friends Church.
- Strong speaking/presentation skills.
- Strong interpersonal skills.
- Strong computer and social media skills.
- Ability to tele-commute and possibly travel if necessary.
- A passion for Jesus Christ and a deep faith that motivates a desire to serve and care for others.
- Familiar with Barclay College and Kaleo Academy's vision and purpose.

Compensation:

- \$2,500/June-Aug. 2020
- 20hrs/week; could vary depending on possible events

Send a cover letter and resume to: brockie.follette@barclaycollege.edu by May 30th.