The mission of Ben’s Bells is to inspire, educate, and motivate people to realize the impact of intentional kindness, and to empower individuals to act according to that awareness, thereby strengthening ourselves, our relationships, and our communities.

Recent research demonstrates that kindness benefits our physical and mental health, and that recognizing kindness in others increases a person’s happiness and satisfaction. But just as solving a calculus problem requires advanced math skills, the challenges of daily life require advanced kindness skills. By focusing on kindness and being intentional in our personal interactions, we can improve our ability to connect. The mission of Ben’s Bells is to inspire individuals and communities to engage in kindness education and practice. For more information on the organization, visit www.bensbells.org.

Position Summary

Reporting to the Director of Education, the Ben’s Bells Kindness Education Intern will also work with our Kindness Coordinator to support our educational programming, specifically focusing on Camp KIND 2018, but also working with Kind Campus, Kindness Conference planning, and Speaker Series. Intern will learn about working in a non-profit organization, and will support education programs and outreach in the Tucson community and beyond.

Timeline

May 14, 2018 – August 8, 2018

Responsibilities

The Education Intern is responsible for supporting our kindness education programs, with special focus on assisting our lead instructor for Camp KIND, as well as supporting Kind Campus and Kindness Conference. Through this position, our Education Intern will learn about the research and evidence-based practices that comprise our kindness education programs. As research has shown, these crucial social-emotional skills empower students during their school years and throughout their lives. Duties include:

- Serve as teacher’s assistant for Camp KIND instructor, helping with activities and supervision of 10-12 campers per week.
- Support instructor and help facilitate Camp KIND drop-off, pick-up, and daily activities Monday-Friday, 8:30-12:30 during the following weeks:
  - June 4-8
  - June 11-15
  - June 18-22
  - June 25-29
Observe Kind Campus-informed classroom planning, management, and learning

Learn about pro-social and kindness skills practiced in Kind Campus

Provide feedback on kindness education activities for school-age groups (Kindergarten – 3rd grade)

Provide assistance for Kind Campus materials for 2018-2019 school year

Assist in development and planning for Ben’s Bells Kindness Conference 2018

Serve as Spokesperson at 2-4 community events, managing the table and speaking publicly about our mission and programs

Support Social Media and outreach/communications for Education Department

Participate in bell distribution

Support Kindness Education programming, and other duties as assigned

Qualifications

- Computer technology not provided; must provide personal laptop

Essential Skills and Abilities

- Responsible, punctual, and detail oriented
- Excellent verbal and written communication skills
- Interest in the practice of intentional kindness, K-12 educational programming, and community education
- Interest in non-profit development and outreach
- Ability to work with a diverse team
- Flexible perspective and willingness to engage in self-reflection and metacognition
- Knowledge and skills using Microsoft Word and Excel
- Comfortable with multiple social media platforms

How to Apply

Please visit www.bensbells.org/careers to submit a resume, cover letter, and two professional references. This position remains open until filled. PLEASE NOTE IN YOUR COVER LETTER YOU WOULD LIKE TO RECEIVE UA CREDIT AS ENGLISH 393/493.