

## **INTERN RESPONSIBILITIES DESCRIBED BELOW**

### **INTERN RESPONSIBILITIES: KIDS ON CAMERA – YEAR ROUND**

Update 1/17/12

- Conduct yourself as a leader and positive role model.**
- Assist students in activities in learning scripts, scenes, & improv**
- Keep students safe and make friends.**
- Help with set up and clean up of rooms.**
- Reinforce rules set by coaches. Review rules page before or at first class.**
- Assist w/ entry & dismissal- Check in & out at entry on attendance forms.**
- Supervise students while coaches are on a break.**
- Oversee organization and care of costumes, scripts, and props.**
- Supervise snack, lunch and breaks, while coaches are on a break.**
- Overseeing phone messages if needed**
- Support the activities that need to get done. Do not distract the students.**
- Take care of your personal health with rest and good nutrition as you are valuable to our staff and students.**
- Have fun with us!**