

**American Farm School of Thessaloniki, Greece**  
**Secondary School Intern Job Description**  
**Objectives, Responsibilities, and Duties of the Secondary School Interns**

**Overview:**

First and foremost, Secondary School interns at the American Farm School are role models. Their main function is to add an international presence to the school, to expose the students to English language and global culture, and to help them learn English both in and out of the classroom. **A positive attitude is of utmost importance for this position. The interns are expected to convey positive energy and enthusiasm that encourages and motivates the students to discover a wider world of education and culture.** Flexibility is also necessary, as the job often evolves over the course of the year.

**Intern Objectives and Duties:**

- 1) To exhibit positive behavior so as to set a good example for the student body as a whole, acting as role models.
- 2) To support and assist the English department, teaching English classes as assigned that reinforce grammar, vocabulary, and conversational skills.
- 3) To cultivate in the students the everyday use of the English language. To interact with the students in a variety of settings, including tutoring sessions and recreational activities, in order to improve their English speaking abilities. To enrich their written English skills, supervise student writing and editing of their publication, *AFS Times*.
- 4) To assist as needed in researching appropriate colleges and universities for students interested in studying in the U.S., assisting in SAT and TOEFL training, assisting with applications, etc.
- 5) To monitor students during the evening study hall period each weeknight.
- 6) Depending on the intern's qualifications and interests, to help coach, and participate with, the students in various sports with which they may be familiar (basketball, soccer, volleyball) and to introduce them to other sports with which they may be less familiar (football, frisbee, etc.). This requires being present during gym hours in the late afternoon.
- 7) To attend meals in the cafeteria with the students.
- 8) To meet weekly with Mr. Kasapidis and assist in administrative tasks.
- 9) To have at least one intern present each weekend to oversee weekend activities and events. This includes, but is not limited to, monitoring the library during its hours of operation on Sunday evenings.
- 10) To open and supervise the laundry room when students ask to wash clothes.
- 11) To periodically organize school-wide activities (tournaments, talent shows, etc.).

**Typical Day for the AFS Interns\*:**

8:45-13:30 Substitute Teaching (as needed) / Meet with Mr. Kasapidis (once per week)  
13:30-14:00 Lunch with the students  
14:00-16:00 Individual time with students: tutoring, intern-organized events, etc.  
16:00-18:00 Gym time and sports practices or clubs (only on Wednesdays)  
19:15-20:00 Dinner with the students

20:00-22:00 Study Hall

\*Other activities to be scheduled by interns, students, and administration.

### **Typical Day for AFS Students:**

06:45-07:45 Wake up call for students and breakfast

07:45-08:00 Morning Assembly

08:00-13:30 Classes (7 periods/day)

13:30-14:00 Lunch

14:00-16:00 Practical farm training and/or free time

16:00-18:00 Rest, tutoring, athletics, or clubs (only on Wednesdays)

19:15-20:00 Dinner

20:00-22:00 Study Hall

22:00-22:30 Snack

22:30-23:00 Free time

23:00-06:45 Sleep

It is not essential for interns to follow the rigid schedule put in place for the students. Occasional attendance to breakfast and morning assembly is optimal but not required. The school day is comprised of seven 45-minute classes. Classroom instruction focuses primarily on vocabulary building activities, listening comprehension, and Test of English as a Foreign Language (TOEFL) preparation.

Between 14:00 and 16:00, about half the students participate in practical farm training. Immediately following that is another two-hour block time for rest, tutoring, athletics or clubs (on Wednesdays). In the gym, the interns act as assistant coaches; they also help organize pick-up games for the students and are strongly encouraged to introduce other sports to students (such as floor hockey, baseball, and football). Clubs offered on Wednesday include—but are not limited to—pottery, cooking, astronomy, wine tasting, soccer, basketball, yearbook, theater, and traditional Greek dancing. Club participation is highly encouraged and is another excellent opportunity for interaction with students. The interns may also start and lead a club of their own inspiration.

Between 20:00 and 22:00, the students are broken into four groups for study hall. The first group is comprised of students with a semester average of 18 or above on a 20-point scale; they spend study hall in the library and are monitored by one or two interns. All girls study in their dormitory. Senior boys also study in the dormitory. Other students whose semester average falls below 15 study in James Hall and are supervised by a dorm monitor. During study hall, the interns take attendance and ensure that a proper study environment is maintained (quiet, no mobile phones, no sleeping, etc.)

While most of the students go home on the weekends, on average, forty to sixty students remain on campus. One intern must stay to be on duty and interact with the students. Often, the intern on duty will accompany the students on excursions to nearby sites, athletic events, or go into town for coffee. Weekend duty is also an opportunity for the intern to plan and organize special activities that one can only do with smaller groups of people. Evening activities on the weekend almost always involve renting movies and opening the gym so the students can play sports.

**Social Events:**

Outside of the regularly scheduled week, the interns organize special social events for the students. Examples of this include backgammon and chess tournaments, intramural football tournaments, trick-or-treating, talent shows, and pep rallies. The interns are also called upon to plan entertainment for school holidays, which more often than not take the form of dance parties.

**Intern-Specific Rules of Conduct:**

During all meals in the cafeteria, each intern must sit at a different table with students, instead of eating together. This way we have more interaction, which is one of the most important objectives of this program. If the interns would like to bond or socialize together without the presence of our students, they should do this after 22:00 or before their morning duties begin depending on their daily schedules.

Between the hours of 16:00-22:00, which are continuous working hours for the interns, maximum effort should be invested in tutoring, exercising, or engaging in other activities with the students. The interns should do everything possible in motivating students to participate in school-related activities (extra-curricular activities, clubs, athletics, recreational programs, pep-rallies, chess and backgammon tournaments, etc). Again, this time period is not intended to have the interns exercise together without having AFS students around them. If they want to exercise or socialize without students, it should be done in the morning before their duties begin or after 22:00 when they are officially off the job.

During study hall, the interns should assist and monitor the students; they should not sit down minding their own business or pursuing their own personal interests. The intern(s) monitoring the students in the library also has the duty to assist library staff as needed.

The interns, like all staff, should follow proper procedures when it comes to the hierarchical structure of the administration. They should address issues and concerns to their immediate supervisor.

**Visa/Entry Requirements:**

Interns should enter the country with a student visa. Details about this process are covered in another document.

Ideally, the interns should be immersed in Greek culture and the Hellenic environment for the full duration of the ten-month stay. We strongly recommend that interns plan to limit their travel over the vacation days (15 days for Christmas, 15 days for Easter, and several other three-day weekends) to destinations within Greece.

## DIMITRIS PERROTIS COLLEGE OF AGRICULTURAL STUDIES

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**Title: Intern - Resident Life Assistant**

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**Job Mission:** Assists in the development, organization, and operation of social and residential life in the College Dormitory (-ies).

**Department:** Student Life

**Working Hours/Days:** On weekdays approximately from 14:00-22:00 unless indicated otherwise from the specific schedule of the day in terms of extra-curricular activities. Some days working hours may extend until midnight. Three weekends per month on duty.

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### **Job Description:**

- Assists to implement student life programs organized by the relevant department throughout the academic year (e.g.: extracurricular activities such as clubs, trips, social events, etc.);
  - Provides College students with the opportunity to use AFS educational and recreational facilities (e.g. gym, soccer field, theater, etc.);
  - Communicates with the dorm students and transfers any requests, observations, and constructive comments, in general, to the Student Life monitor;
  - Required to live in the single room provided in the College Dormitory, abide by regulations of the Dormitory Guide, and remain on campus three weekends per month;
  - Meets daily with immediate supervisor to bring to his/her attention any issues related to dormitory life;
  - Substitutes the Student Life Monitor during his absence;
  - Reports for any student health problems his supervisor and handles first aid situations by administering over the counter medicine;
  - Mediates interpersonal conflicts between or among students in the dormitory and brings these issues to the attention of his direct supervisor when they cannot be easily resolved;
  - Escorts students to the Health Center or the Hospital when it is deemed necessary;
  - Escorts students on excursions and other educational field trips, when and if necessary.
  - Monitors meals and is responsible to carry and deliver the night snack in the dormitories.
  - Coordinates with DPCAS faculty to function as a support person for students that have problems with study habits and time management.
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**Preferred Personal Characteristics:**

- Strong Interpersonal Skills – the position requires one to balance the roles of disciplinarian and friend in order to fulfill obligations to both the administration as well as the student community at large;
- Adaptability – living in an international student dormitory requires one to be malleable and understand that schedules and responsibilities are frequently subject to change;
- Enthusiasm – given the diverse nature of the student population, this position requires one to foster interest in a variety of activities;
- Creativity – keeping the students engaged in a variety of constructive activities is requisite for a healthy College experience;
- Initiative/Self-Motivation –the position requires a willingness to suggest and implement new ideas in order to overcome student complacency.

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