



Position Description

POSITION TITLE: EARLY LEARNING & LITERACY INTERN/VOLUNTEER
CLASSIFICATION: Intern/Volunteer

POSITION SUMMARY: The Early Learning & Literacy Volunteer/Intern will develop skills working with at-risk children through the Parenting Mobile program. The Early Learning & Literacy Volunteer/Intern will be involved in an exciting and interactive playgroup in low income neighborhoods that promotes healthy child development and school readiness.

POSITION QUALIFICATIONS -

- Undergraduate or first year master's student
- Basic knowledge of needs of at-risk children and families
- Ability and willingness to participate in on-going supervision
- Ability to understand agency programs, policies, services, structures and their relationship to the staff, clients and community
- Current and valid driver's license and automobile insurance
- Background check required

TECHNICAL COMPETENCIES -

The Early Learning & Literacy Volunteer/Intern will:

- Assist in preparing and assisting with Parenting Mobile programs for at-risk children and their parents
- Teach early literacy skills and reinforce those skills at playgroups
- Work collaboratively with Parent Educators, other service providers, and Program Manager to support program services
- Administer developmental screenings and make appropriate referrals with guidance from Parent Educators and Program Manager
- Assist in distributing promotional materials for program and with collecting necessary data for grant reporting

Internship Responsibilities:

- Maintain paperwork for graduate program, if necessary
- Keep track of hours worked
- Communicate with Supervisor about any issues related to course of study
- Participate in agency orientation and program orientation as appropriate

Supervision

- Meet regularly with Supervisor to most effectively plan and participate in service delivery
- Be prepared for and provide input at team and other agency meetings.

Community Collaboration and Training

- Participate in trainings applicable to the internship provided through ReadyKids
- Collaborate with Parent Educators to assess needs of program participants and access needed resources

CORE COMPETENCIES –

All ReadyKids Employees will...

Strive for High Quality:

- Maintain the highest integrity in all aspects of agency and program operations and duties.
- Maintain flexibility when performing duties and interacting with others.
- Set appropriate priorities and plan work systematically.
- Maintain appropriate professional boundaries with clients, colleagues and donors.
- Protect privacy and confidentiality of clients, colleagues and donors.
- Participate in professional development and supervision to seek guidance, expand knowledge and use of best practices.

Participate as an Effective Team Member:

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Be respectful in verbal and written communication to and about clients and colleagues.
- Actively communicate pertinent information to others in the agency who need to know.
- Resolve issues with the person(s) most directly involved and encourage others to do the same.
- Develop and maintain positive working relationships with co-workers and other community agencies in related fields.
- Participate in scheduled agency and other team meetings.

Share Investment and Responsibility:

- Know, understand and communicate the agency's philosophy and mission.
- Maintain passion and commitment to the agency's work and the clients it serves.
- Be proactive; give and receive input and seek solutions that balance the needs of the individual, program, agency, and community.
- Provide clear and accurate information to potential clients, the community, other agencies and funders regarding the agency's function and all current programs.
- Respect and protect agency-owned property and assets and use agency resources for business-appropriate purposes.
- Perform other duties, not listed here, deemed necessary for the well being of the agency.

I have received and have had the opportunity to discuss the intern/volunteer description (above), and an organizational chart for ReadyKids.

Printed Name

Signature

Date