

## Early Learning Intern

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**Department: Young Wonders Early Learning  
Director**

**Reports to: Early Learning**

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### **DESCRIPTION**

This internship will support the director of early learning in some or all of the following areas, dependent on the applicants experience, skills, and course of study: research and development, event planning, family relations, and administrative work.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assisting directors with family partnership
- Researching ways to engage a diverse population
- Establishing and formatting meetings and events
- Collaborating with families to provide additional services
- Assist with maintain staff files
- Other duties as assigned

### **QUALIFICATIONS REQUIREMENTS**

To perform this internship successfully, an individual must be willing to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION AND/OR EXPERIENCE:**

- Coursework at a college junior and senior level preferred

### **LANGUAGE SKILLS:**

- Proficiency in English required
- Strong verbal and written communication skills required

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Multi-tasking skills necessary
- Ability to work with minimal supervision
- Excellent organizational skills

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this internship opportunity. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this internship, the intern is frequently required to speak, hear, read, and write. Specific vision abilities required by this position include close vision, depth perception, and the ability to adjust focus. The intern is frequently required to stand, walk, and sit. The intern is seldom required to lift/move up to 45 pounds.

The position requires a reliable mode of transportation.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The office for this position is located at 1201 N. Hershey Road, Bloomington, IL 61704. This position may also require travel to places in the community for events and presentations.

I have received a copy of this job description and understand the information included herein.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date