

## Education and Curriculum Intern

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**Department: YWCA McLean County**

**Reports to: Melissa Breeden**

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**DESCRIPTION:** The YWCA McLean County Education and Curriculum Intern will observe educators that provide curriculum to clients and members of the community. The Education and Curriculum Intern will work with the Vice President of Education and Curriculum to identify areas that need improvement in order to effectively deliver content to clients and McLean County residents. This intern will be responsible for updating all SharePoint files with up to date trainings YWCA currently provides while working with Stepping Stones Educators as well as Young Wonders leaders.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The Education and Curriculum Intern will be responsible for observing lessons, providing feedback, documenting teaching moments through anecdotal and picture documentation. This internship also requires assisting the Vice President of Education and Curriculum in creating a YWCA professional catalog of trainings we can offer in the future.

**QUALIFICATIONS REQUIREMENTS:** Bachelor's Degree in Education or Sociology preferred.

**EDUCATION AND/OR EXPERIENCE:** Progress towards a Bachelor's Degree, experience public speaking, working in teams, and assisting others with technology needs.

**LANGUAGE SKILLS:** Seeking someone with strong, collaborative communication skills.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Must be familiar with SharePoint, Zoom, Word Documents, and Adobe.

**PHYSICAL DEMANDS:** Will need to travel to offsite elementary schools to observe lessons.

**WORK ENVIRONMENT:** Will report to main YWCA site, occasionally work with staff offsite

**TO APPLY:**

Submit a resume, cover letter, and YWCA internship application to Human Resources.  
Applications can be downloaded: [www.ywcamclean.org](http://www.ywcamclean.org)

Human Resources

YWCA McLean County  
1201 N Hershey Road  
Bloomington, IL 61704  
Email: [ywcajobs@ywcamclean.org](mailto:ywcajobs@ywcamclean.org)

*YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.*

*YWCA McLean County is an equal employment opportunity employer.*