



## CHILD DEVELOPMENT INTERN/VOLUNTEER PROGRAM (Unpaid)

**Department:** Children's Services Division

**Reports to:** Head Start/Early Head Start/ Child Care Site Supervisor and Apprenticeship Coordinator

**Hours:** Up to 14 Hours per Week, Monday-Friday between the hours of 8:00 a.m. and 4:00 p.m.

**Length of Internship:** Flexible

### **General Description:**

The intern works with the teachers to provide a warm and loving atmosphere for children ages 2 to 5. Teachers and interns work together to support the academic and social development of children in the Early Childhood Development Program. Interns must be able to work in a team setting, with patience, enthusiasm, passion and respect for children.

### **Primary Responsibilities:**

- Encourages children's social, emotional, cognitive, language, and physical development skills through positive interactions.
- Assists teachers in the implementation of the Creative Curriculum.
- Follows all center policies, guidelines, and procedures.
- Other duties assigned by the Lead Teacher, Supervisor and/or Coordinator.

### **Qualifications:**

- Coursework in Child Development, Psychology, Social Work, Human Services, or a related field preferred.
- An awareness of, or desire to learn about, the needs of children and families.
- Ability to work in a team setting.
- Experience working with diverse populations preferred.

### **How to apply:**

Please email cover letter and resume to:

Leonor Jauregui, Apprenticeship Coordinator at: [ljauregui@voala.org](mailto:ljauregui@voala.org)

Office: (818) 980-2287 \*\*\* Work Cell: (213) 563-7703

Applicant must complete Internship application, provide a copy of valid California Identification Card / Driver License, Immunization Records (Measles, Whooping Cough), Unofficial Transcripts, Health Screening and TB test results (administered within the past 60 days).



- **Office Intern (Unpaid)**

- Perform general office duties such as faxing, photocopying and scanning
- Answer telephones, direct calls and take messages
- Type, format, proofread and edit documents
- Help prepare letters, forms, records, reports
- Design flyers and decorate parent boards
- Contact community agencies to update resource information
- Other general office duties such as filing, sorting, and helping prepare inventory

**Objectives of the VOALA Internship**

1. To apply theories and principles learned in the classroom to a field setting.
2. To become familiar with VOALA's overall structure, function, and methods of operation.
3. To gain an understanding of the role of a Children Services professional, including professional responsibilities and ethical codes of conduct.
4. To identify and/or clarify professional goals.