



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Intern (**Part-Time**)
DEPARTMENT.....: Housing & Human Services
DIVISION.....: Head Start
CLASSIFICATION/GRADE....: Summer Intern
REVISED.....: 04/2014
REPORTS TO.....: Education Specialist
REVIEWED.....: 04/2017
WAGES.....: Hourly

*****PLEASE SUBMIT YOUR CURRENT TRANSCRIPT WITH APPLICATION *****

SUMMARY:

Works under the direct supervision of the Education Specialist to assist with the basic functions preparing for Staff Development workshops, Parent Orientation for the Parents of children enrolled in the Head Start Program and other preparations deemed necessary for the beginning of the school year in August.

BASIC FUNCTIONS:

1. Assist the Education Specialist in preparing training documentation for staff development, parent orientation and school year classroom activities.
2. Type necessary letters, memos, reports, etc. for the Education Specialist
3. Make copies and file paperwork as necessary.

OTHER REQUIREMENTS:

1. Must be courteous but effective phone skills.
2. Must have the ability to effectively communicate with a diverse population.
3. Must be knowledgeable of Windows, Excel, and data processing.
4. Must have the ability to use a variety of office equipment such as a binding machine, copier/printer, fax machine, etc.
5. Must be flexible in job assignments.

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status in Early Childhood Education by May 2017.**