

# Partnership for Children of Lenoir and Greene Counties

## Intern Job Description

POSITION: Program Intern

PROGRAM(S): Pre-Kindergarten, Child Care Quality and Resources, Literacy

### PRINCIPLE FUNCTION:

The Program Intern provides assistance to children and families who are seeking assistance with the agency's services. This position maintains the Resource Centers (Libraries), member database, prepares and schedules professional development trainings, and develops relationships with the community in order to assess their needs. The Program Intern participates in efforts to educate the community on the Partnership Programs, and promote quality and developmentally appropriate early childhood programs and practices.

### KEY RESPONSIBILITIES:

- 1) Service and Support to Families
  - a) Assists with enrolling and placing children in the Pre-Kindergarten Programs, Dolly Parton Imagination Library, and other activities as needed.
- 2) Resource Center
  - a) Manages the Resource Library's daily operations
  - b) Develops policies and procedures with assistance from the Program Director that addresses fees, money management, membership, item checkout and duration, etc.
  - c) Check library items in and out of the library according to proper library procedures
- 3) Organize and maintains files, answers telephone and direct calls to appropriate person, provides general information and records, and deals effectively with a variety of personalities and situation requiring tact, judgement and poise
- 4) Identify organizations with which to develop a working relationship to coordinate and share resources.
- 5) Advocate for the Partnership for Children and represent them accurately and professionally in the community
- 6) Maintain confidentiality according to established policies and procedures

### OTHER FUNCTIONS AND RESPONSIBILITIES:

Assist with completing other duties as assigned.

### QUALIFICATIONS:

Required: Students applying for this internship should be Early Childhood Education, Child Development & Family Relations and Human Services majors.

Possess a valid North Carolina driver's license.

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