



2019 SUMMER INTERNSHIP POSITION DESCRIPTION

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MAR 05 2019
HUMAN RESOURCES

DEPARTMENT: Arts Program

LOCATION/ADDRESS: 1270 Packerland

SALARY PREDETERMINED:

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND CONTACT INFORMATION:

NAME: Beth Bashara
TITLE: Director
EMAIL: bbashara@oneidanation.org
PHONE: 490-3833

DATES OF EMPLOYMENT: **June 10th to August 2nd**

NUMBER OF HOURS PER WEEK: **36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER.
(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

ARTS/CEC

1. Assist with summer community programming, help plan and coordinate camps, community outreach activities, and events; (30%)
2. Coordinate youth activities such as games, snacks, arts and craft projects, theater skits, singing, or dance. (20%)
3. Marketing, including social media, events and activities; (20%)
4. Mentor and tutoring youth and teens; (10%)
5. Evaluate programming. (10%)
6. Assist preparations, setup, and clean up; (5%)
7. Monitor computer rooms; (5%)

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Business Degrees: communications, marketing
- Degrees working with people: sociology, social work, education
- Education Degrees: teaching, counseling
- Arts Degrees: art, music, theatre, film, dance