

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: **Southeastern Oneida Tribal Services**

LOCATION/ADDRESS: **5233 West Morgan Avenue, Milwaukee 53220**

SALARY PREDETERMINED: **\$10.10/ HR**

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

NAME: **Mark W. Powless**

TITLE: **Manager**

EMAIL: **mpowles1@oneidanation.org**

PHONE: **414-329-4101**

DATES OF EMPLOYMENT: **JUNE 18TH, 2018 THRU AUGUST 10th, 2018**

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):

SEOTS Youth Program: 75%

- **Coordinated and lead youth activities for two different age groups (7-11, 12-15)**
- **Lead youth discussions on topics ranging from culture to current events**
- **Gather youth feedback regarding youth program events and activities**

SEOTS Receptionist: 20%

- **Answer phones and provide general information about SEOTS events/activities**
- **Sign up clients for SEOTS programs and services**
- **Connect SEOTS clients to appropriate SEOTS staff**

Other Assigned Duties: 5%

- **Assistance with SEOTS Elder Program**
- **General set-up for SEOTS events**

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

SEOTS is seeking background in education, social work, community leadership or any major that is applicable to working with youth or community enrichment programs. The intern should be comfortable working with and guiding small groups of youth. Additional skills include a familiarity with Microsoft Office and great customer service skills.