

2018 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Social Services/ TRAILS PREVENTION PROGRAM

LOCATION/ADDRESS: 2640 West Point Rd. Green Bay WI 54304

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

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

NAME: Nasbah Hill

TITLE: Community Advocate for TRAILS PREVENTION PROGRAM

EMAIL:Nhill1@oneidanation.org

PHONE: (920) 490-3921

DATES OF EMPLOYMENT: **JUNE 11TH, 2018 THRU AUGUST 3RD, 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):

- assist in planning weekly activities for summer program
- assist with supervising children on summer program field trips
- assist with daily programming (i.e, planning ice breakers, writing out daily schedules, keeping log of children attendance)
- assist with communication with families pertaining to programing
- assist
- office duties like making phone calls, emailing, faxing, mailing, organizing

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- social work
- psychology
- counseling
- recreation
- human services