INTERN - Traveling Tree House Job Description

United Way of Douglas & Pope Counties

Job Title: Traveling Tree House Intern
Reports To: United Way Executive Director
Supervises: Traveling Tree House Mobile Learning Program
Revised Date: May 2021

The Traveling Tree House is a mobile learning center that travels throughout Douglas County to bring summer learning to children for 10 weeks. Interns will assist the Teachers to provide instruction to children ages 3-11 in an outdoor learning environment throughout the summer (June 14-August 19, 2021). This is a part-time contract position Monday through Thursday requiring between 25 and 30 hours every week.

Qualifications: Interest or background in education and working with children. 1-3 years' experience in working with preschool/grade school children is preferred.

Primary Objective of the Position: Assist with a mobile learning center in developing programs/activities to maintain and strengthen children's learning during the summer months. Travel with the mobile learning center to 10 various sites throughout Douglas County throughout the ten week programming period. Engage and interact with children to create a safe learning environment.

Required:
Enthusiasm for teaching and learning
Ability to meet physical requirements including but not limited to: standing, walking, stooping, kneeling, etc. for extended periods of time to lead activities with children.
Ability to be flexible to changing environmental conditions – rain, sun/heat
Ability to lift 25-30lbs

Job Duties:
1. Present programming as planned by Traveling Tree House Teachers
2. Travel in the mobile learning center to 10 scheduled sites throughout the week.
3. Aid in the development of appropriate lesson plans and their implementation.
4. Create and maintain a positive environment allowing for each child's individual needs.
5. Work directly with children in the context of the program plan.
6. Help lead and facilitate a learning program that will result in eager participation from youth.
7. Observe children's behavior and development. Plan modifications to meet children's needs.
8. Collaborate to ensure efficient and effective site operations.
9. Understand and implement appropriate documentation processes.
10. Aid in the maintenance of a safe, healthy learning environment in the mobile learning center.
11. Develop family and community partnerships.
12. Be familiar with community resources and collaborate with other organizations when possible.
13. Implement ongoing outreach and recruitment to ensure full involvement of children.
14. Distribute snacks and books to attending children.
15. All other duties as assigned by supervisor.

To apply, please send resume and cover letter to Maria Haug at mhaug@uwdp.org with **TTH Intern** in the subject line.