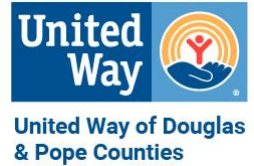


INTERN - Traveling Tree House Job Description

United Way of Douglas & Pope Counties



Job Title: Traveling Tree House Intern – Summer 2023
Reports To: United Way Executive Director/United Way Program Coordinator
Supervises: Traveling Tree House Mobile Learning Program
Revised Date: February 2023

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 12-August 17, 2023). This is a part-time temporary position Monday through Thursday not to exceed 28 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 various sites throughout Douglas County throughout the ten week programming period (final site and number of locations to be determined). 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 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 uwdp.programs@gmail.com with "TTH Intern" in the subject line.

Materials received by **4:00 pm on April 14, 2023** will be guaranteed consideration.