

Summer Internship Opportunity

Education Foundation for Billings Public Schools

Reading Rocks Intern

Requirements/Credentials:

1. Currently enrolled undergraduate student entering sophomore, junior, or senior year
2. Outgoing and very comfortable with children
3. Professional attitude
4. Strong oral communication skills
5. Demonstrate initiative
6. Must submit to background check

Optional Credentials:

- Interest in pursuing teaching

Roles and Responsibilities:

Read in the Parks

Under direction of program director, the intern's responsibility is to organize and initiate literacy activities for children participating in the free lunch program in the parks.

- He/she schedules area organization to perform literacy-related activities
- Intern assists with coordinating volunteers.
- Intern assists with operations of Reading Rocks.
- Intern helps publicize Reading Rocks.
- He/she reads with children.
- Intern must be able to lift 20 pounds.

Administrative Work

- As time allows, Intern assists with organizing Saturday Live, an all-school carnival in September, and with other Foundation administrative tasks.

Social Media

- Intern will help to develop social media marketing opportunities for the Foundation and its various programs; this includes web design, Facebook, Twitter, on-line newsletters, etc.

Salary:

- \$2,800 stipend (10 weeks/28 hours)
- Roughly from mid-May through early August

Submit letter of interest, resume and two letters of reference to:

Education Foundation for Billings Public Schools
415 N. 30th Street
Billings, MT 59101
If you have questions, contact us at 245-4133

Closing Date: April 7, 2017 or until filled

