



Kalamazoo

YWCA Kalamazoo
Michigan
353 E. Michigan Ave.
Kalamazoo, MI 49007
T: 269-345-5595
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hr@ywcakalamazoo.org
www.ywcakalamazoo.org

INTERN JOB DESCRIPTION

INTERN POSITION: **Early Classroom Education Mentor**

DEPARTMENT: YWCA Children's Center

DIRECTOR: Patricia Ryan, Early Education and Children Services

POSITION HOURS: Flexible shifts available

PRIMARY FUNCTION: Provide support to teachers, assisting with and supervising activities, playtime and mealtime. Implement the YWCA's mission to eliminate racism, empower women, and promote peace, justice and dignity for all.

QUALIFICATIONS:

1. Current student in BA or MA Program
2. Meet all course requirements for internship
3. Patience and calm demeanor
4. Demonstrated ability to work with people of diverse backgrounds
5. Demonstrated good communication skills
6. Current TB test results
7. Willingness to be fingerprinted

Children Center Licensing Rules:

R 400.8125 Volunteer; requirements. **Rule 125.** (1) All volunteers shall provide appropriate care and supervision of children at all times. (2) All volunteers shall act in a manner that is conducive to the welfare of children. (3) All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care. (a) Volunteers must be made aware that abuse and neglect of children is against the law. (b) The individual has been informed of the center's policies on child abuse and neglect. (c) The individual knows that all staff and volunteers are required by law to immediately report suspected abuse and neglect to children's protective services.

R 400.8128 Volunteer; tuberculosis. **Rule 128.** Each volunteer who has contact with children at least 4 hours per week for more than 2 consecutive weeks is free from communicable tuberculosis (TB). Verification of TB status is required within 1 year before employment or volunteering. History: 2013 AACCS; 2019 AACCS. **R 400.8131** Professional development requirements. **Rule 131.** (1) The center shall provide an orientation about the center's policies and practices and these administrative rules.



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Statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

- 1. Meet all requirements for the current program of study.
- 2. Provide support to teachers and assistance to students.
- 3. Model best classroom practices.
- 4. Child observation.
- 5. Assist with classroom planning materials.
- 6. Special assignments pertaining to classroom.
- 7. Lead classroom activities.
- 8. Safeguard confidential information.

TRAINING REQUIREMENTS:

- 1. Children’s Center and orientation.
- 2. Overview of policies, classroom schedules
- 3. Review YWCA and course assignment.
- 4. Volunteer Orientation, handbook, and volunteer Job description.

Intern Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Created: March 2021