



# *Mountainland Head Start, Inc.*

Serving Children and Families in Juab, Utah and Wasatch Counties

As one of the top-ranked preschools in the Utah, Mountainland Head Start is excited to enroll new interns in their program for the upcoming Winter 2016 semester. MHS is looking for interns who are innovative, self-starters, outgoing, great with people, dependable, and sensitive to the needs of families and children.

Internships are unpaid and interns at times may be expected to travel within Utah Valley. It is preferred that interns work from 4-10 hours per week.

## Intern Duties Description

- Contact agencies to set appointments for presenting on recruiting
- Present at these different agencies about MHS and recruitment
- Analyze data and design a plan for recruitment of underrepresented populations
- Coordinate placement of recruitment materials at local agencies
- Deliver recruitment materials to programs and agencies
- Find and sign up for parades and community fairs MHS can participate in with a float or an information table.
- Call MHS families and sign them up to participate in summer recruitment events

Please, send a resume and letter of intent to Cindy at [cjenkins@mountainlandheadstart.org](mailto:cjenkins@mountainlandheadstart.org). Questions can also be directed to Cindy. Applications will be accepted until December 11th. Once you send in your resume and letter of intent, you will be contacted for an interview. Preference is given to those who apply early.