



# *Mountainland Head Start, Inc.*

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Serving Children and Families in Juab, Utah and Wasatch Counties

As one of the top-ranked preschools in 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 may be expected to travel anywhere from 5-40 minutes away from the Provo/Orem area. We are not able to reimburse travel at this time. It is preferred that interns work from 4-10 hours per week. As this internship is based around the Family Advocate position, it is an ideal position for someone in or looking into a social science or similar major. Spanish fluency and familiarity with the Hispanic culture is preferred.

## Family Advocate Intern Duties

- Attend/assist with home visits
- Make appointments with families
- Enter data for families and children into Child Plus
- Translate documents or interpret at parent meetings
- Occasional office work - filing, copying, etc
- Help in additional areas if needed
- Child care (if needed during appointments)
- Track hours and tasks completed on a monthly basis
- Bring new and innovative ideas of how to best help families and children

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.