



Have you ever wanted to help change the world by working with children and families?

Come join our team at Mountainland Head Start, Inc.! We have several positions open for Fall 2016 internships with families and/or children. 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 are welcome to work anywhere from 5-20 hours per week, depending on their availability. Some travel may be required around Utah Valley or the Heber or Nephi areas.

Qualifications: Some undergraduate work in the social sciences or education is required, and Spanish fluency in reading, writing, and speaking is preferred. Please see below for internship descriptions and success stories from previous interns. If interested, please send me your resume and cover letter at cjenkins@mountainlandheadstart.org by September 9, 2016 and let me know which internship(s) you are interested in applying for. Preference is given to those who apply early.

Thank you for considering Mountainland Head Start!

Community Involvement Internship

- Help put together Community Partner Information Fairs for our parents (possibly at Parent Meetings and/or Screenings)
- Help translate various documents
- Research and uncover new community resources
- Attend various council meetings with community partners
- Help organize classes for our parents (Marriage/Relationship Classes, Parenting Classes, Finance Classes, etc.)
- Help organize parent room
- Help organize & inventory Family Services shed
- Other opportunities as deemed necessary

Education Internship

- Assist the Education and Child Development Services Director with current projects within the education program
- Help in the STEM (Science, Technology, Engineering and Math) resource room where the children participate in fun hands-on learning
- Coordinate with the Education Staff in delivering educational services to 815 preschool children
- Be willing to work on other duties as assigned such as: clerical or operational functions
- In the classroom assisting with classroom activities
- Assist with field trips



- Become a classroom reader
- Assist with classroom events and daily routine
- Help bilingual children
- Help with aggregating and analyzing our assessment data (the outcomes data from our last developmental assessment) on the children's developmental gains.
- Assist with screenings for children and entering data for those screenings

Enrollment Internship

- 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

Family Advocate Internship

- 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

Success Stories

I loved being a Family Advocate intern. With my skills in Portuguese, Spanish and Family Life studies, this internship was THE perfect fit for me. I got a great range of experiences as I worked with five different Family Advocates in Provo. I really feel like I got to see what real life was like as a Family Advocate. I love working with the families, the children and the community. Mountainland Head Start does so much to help these families, and I love that I got to be a part of it. As a (wonderful, big) side-note, my internship here at MHS helped me desire to apply for and be accepted to be a Family Advocate for the upcoming school year! I am so grateful for the staff, families and friends I have already made along the way. -Courtney

