



MAHUBE-OTWA

Community Action Partnership, Inc.

Mahnomen*Hubbard*Becker*Otter Tail*Wadena Counties

1-888-458-1385 WWW.MAHUBE.ORG

"Empowering people to achieve self sufficiency."

We are excited to offer new **Early Childhood** and **Social Service Internship** opportunities in our communities. Bring your passion for serving children and families and join our work family! These paid summer internships will be a 40 hour per week, three-month-long opportunity for you to gain experience in your field of study - early childhood education or social services. While 40 hours is the preferred schedule, we may consider alternative schedules. The rate of pay for these internship positions is **\$19.82/ hour**.

You will be provided with training and hands-on experience with location options in or near Detroit Lakes, MN or Park Rapids, MN. There is the possibility of future employment with our Agency if you decide this is the career path for you!

Purpose of this Role*

This internship will give you an all-access pass to learn what it's like to work in Early Childhood and/or Social Services with children prenatal to age 5 and families. As an Intern you will receive hands-on training, monthly customized coaching sessions, CPR and First Aid training, Head Start knowledge, and valuable work experience. You will be trained based on program requirements and you will have the opportunity to prepare, lead, and facilitate various opportunities within your designated area of service. You will be assigned based on our need and your preference to one of two Early Education Pathways:

Coaching / Social Services: In this pathway you will learn what it's like to be a liaison between home, classroom, and community; partnering with families to create and achieve goals related to physical and mental health, financial wellness, job and housing security, parenting skills and resources. You will connect families with resources, while nurturing and ensuring the overall safety and wellness of children. Applicants must be enrolled in a 4 year Social Services program and preferably in their Sophomore or Junior year.

Classroom Education and or Family Childcare Contractor (FCC): In this pathway you will help provide direct classroom support to children and the teaching team. You will collaborate with the teaching team to support student's learning and development, implementing positive behavioral interventions and support strategies. You will also gain exposure to creating and using effective curriculum. Applicants must be enrolled in a 2 year or 4 year Early Childhood Education Program.

Social Work / Coaching Responsibilities:

- Learn and assist with Head Start case management. Attend home visits with a Family Coach or staff member.
- Connect families with resources and provide support.
- Collaborate with parents, guardians, community partners, and/or other staff members to ensure the well-being and educational needs of each family is met.
- Assist with Head Start enrollment and outreach activities.
- Assist with documentation of visits and case notes, enrollment application processing and follow-up, as well as other data entry, analysis and review.

Classroom and/or FCC Responsibilities:

- Assist teachers and classroom staff in creating engaging and interactive lesson plans that promote learning and development.
- Provide a safe and nurturing environment for children to learn and grow.
- Collaborate with parents, guardians, community partners, and/or other staff members to ensure the well-being and educational needs of each child are met.

- Assist with food preparation and/or clean-up.
- Maintain a clean and organized classroom environment.

Qualifications:

- Pursuing a degree or certification in early childhood education, child development, social services or related field.
- Must be at least 18 years of age.
- Must be able to work at least 20 hours per week, 40 hours per week strongly preferred.
- Must qualify to work with Head Start through DHS NetStudy clearance.
- Strong interpersonal and communication skills with the ability to engage effectively with children, parents, and colleagues.
- Base knowledge of child development and /or social work principles and best practices.
- Experience working with children and or families in formal or informal setting is preferred but not required.
- Must be able to recognize and maintain confidentiality of client and agency information and work materials.
- Commitment to fostering a positive and inclusive learning environment for all participants.
- Patience, empathy, and a genuine interest in working with young children and/or families.

Why consider this internship?

- Paid, hands-on work experience in early childhood and/or social work.
- Opportunity to work closely with children, families, and educators to support children's growth and development.
- Professional development and networking opportunities within the field of early childhood and/or social services.
- Potential for academic credit, depending on the requirements of the intern's educational institution.

Why join the MAHUBE-OTWA family?

- Be part of our team of passionate, purpose-driven colleagues who believe in our Agency values - Client Focused, Community Minded and Resourceful. Help us achieve our Mission to empower people to achieve self-sufficiency. Make a lasting impact in the fight against poverty and homelessness. Make a difference in the lives of others. Help us deliver tangible results that empower people and strengthen our communities.

EEO Statement: *MAHUBE-OTWA is an Equal opportunity Employer (EEO) and Affirmative Action (AA) Employer. We recruit, select, hire, transfer, promote, demote, layoff, discipline, terminate, recall, compensate, and train without regard to race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, veteran status, membership or activity in a local human rights commission, or status with regard to public assistance. We take affirmative steps to ensure that all of our company's employment practices are free of discrimination. We will provide reasonable accommodation to applicants and employees with disabilities whenever possible.*

Apply by submitting your resume and cover letter through the following links:

ECE Intern in DL apply here:

<https://www.indeed.com/job/early-childhood-intern-e512f205d8d849c9>

Social Work Intern in DL apply here:

<https://www.indeed.com/job/social-work-coach-intern-7e83b1a12c05ed6b>

ECE Intern in PR apply here:

<https://www.indeed.com/job/early-childhood-intern-5a1ad84c39f7cde6>

Social Work Intern in PR apply here:

<https://www.indeed.com/job/social-work-coach-intern-95f39b26262438f9>