



## Experience Works! PLUS Internship Program

A program of the Westmoreland-Fayette Workforce Investment Board

***Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.***

### **Internship Job Title:**

Out-of-School Time (OST) Program Assistant

### **Location:**

Uniontown, PA

### **Responsibilities:**

- Assist with creating a classroom culture that encourages curiosity and discovery
- Collaborate with staff to design, and implement lessons
- Communicate with students, parents, and staff regarding daily expectations
- Aid with keeping accurate records of attendance, activities, and lesson plans
- Commitment to classroom engagement
- Assist with office administration including reception, phones, customer service, filing, etc.
- Maintain and update the internal databases with relevant information
- Develop and format Excel spreadsheets and Word documents
- Conduct online research on a variety of topics relevant to programming
- Format and create multimedia video and print marketing materials
- Other duties as assigned

### **Critical Skills**

Creative thinking, Problem-solving, Attention to detail, Open-mindedness, Communication skills  
Curiosity