



## 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:**

Seasonal Summer Preschool Camp Leader

### **Location:**

Greensburg, PA

### **Responsibilities:**

The intern would be working with 3–5-year-olds in a preschool classroom. They would be doing age-appropriate activities with the children including such things as crafts, outdoor play, reading, and serving meals to the children during the day.

### **Essential Job Duties:**

1. Plan and implement a sound instructional program by preparing weekly activities that include all areas of development. Encourage self-esteem and participation in group experiences which include free play, dramatic play, health and nutrition awareness and safety, utilizing developmentally appropriate transition strategies.
2. Teach all special needs children according to their IEP, while promoting inclusion, respect and acceptance of individual differences.
3. Plan and organize community representative visits.
4. Use the Facilities and Health/Safety checklist as a guide to maintaining a safe and healthy environment while performing daily tasks such as; performing health checks, monitoring/reporting any signs of abuse/neglect, administering first aid/CPR or medications or hand washing, toileting, providing meals, modeling appropriate mealtime behavior, cleaning class, kitchen and office area as necessary, and conducting fire drills.
5. Rotate learning materials and supplies on a regular basis to coincide with studies.
6. Keep supervisor informed of schedules, needs, challenges and suggestions, seeking assistance when necessary.

7. Maintain required paperwork for position, including but not limited to daily/monthly schedules, contact sheets, lesson plans, timesheets, and health program report forms and the reporting of statistics as necessary.
8. Attend all events, professional development trainings, and meetings, non-traditional hours.
9. Perform other duties and assist in special projects as assigned or requested.

**Critical Skills:**

The intern should have some knowledge of child development to assist with activities in the classroom.