

SUMMER INTERN
Job Description

TYPE OF POSITION: Part-time, non-permanent, hourly

JOB SUMMARY:

- Job shadow and working opportunities with highly qualified staff
- Assist in preparation and execution of *ACCA Family Picnic, weekly family play groups* and *Camp Yes! In the Woods* by adapting events and activities to support the participation of individuals with disabilities
- Provide general office support including organizing, filing and reception
- Special projects as identified

QUALIFICATIONS:

Highly motivated high school or college students may apply. Ability to operate computer software necessary for this position preferred (i.e. Office programs Word and Excel). Must possess the ability to work with supervision or independently and respect client confidentiality. Career interest in early childhood interventions, occupational, physical or speech therapy preferred.

OTHER RESPONSIBILITIES:

The intern will also learn important skills in building relationships with community members, organizing, time management, and gain an understanding of disability services.

ADDITIONAL INFORMATION:

It is important to ExxonMobil that this internship experience be more than just a summer job. The intent is to provide challenging and well-supervised internships that give the interns significant responsibility while being well-mentored and well-managed. We hope your internship will provide the intern with an appreciation for the contribution non-profits make to their community as well as encouraging these young people to consider careers in the non-profit sector while gaining a heightened respect for community service.

This position begins June 1, 2018 and ends July 31, 2018 at the rate of \$13.50 per hour for a maximum of 250 hours. Application must be received by 4pm on May 18, 2018. Although work hours are flexible, applicant must be available June 5-9, 2018 and June 24-30, 2018. Position is funded by ExxonMobil. Position will be filled based on funding availability.

Applications available online at www.alaskacenter.org or in person at 1020 Barnette Street.