



SUCCESS BY 6™
PROGRAM



United Way of Lake County Internship Position Description

Position Title: Success By 6 Program Intern

Position Start Date and End Date: Flexible; Can align with school schedule

Availability Includes: Monday-Friday 8:00a.m. – 2:00p.m.

Reports To: Program Manager, Success By 6

Purpose of Position:

The Success By 6 Program Intern will support the efforts of United Way of Lake County by assisting in the implementation of UWLC's Success By 6 Program and initiatives as well as assisting with other Community Impact initiatives.

Primary Responsibilities:

- Serve as volunteer for Kindergarten Countdown Camp Summer 2019 (communities TBD):
 - Help teachers prep materials.
 - Serve as liaison between Public Schools and United Way of Lake County
 - Classroom helper in Kindergarten Countdown Camp
 - Assist in field trips during the duration of Kindergarten Countdown Camp
 - Prepare important information for parents of children with a child entering kindergarten
- Participate in planning and implementation of Success By 6 Program Initiatives, including:
 - Organize distribution of Kindergarten Readiness Calendars
 - Attend community events to promote Success By 6 and other Community Impact Initiatives

Knowledge and Experience:

- High school graduate, some college preferred in a related field
- Good written and verbal communication skills
- Demonstrated computer experience and knowledge of Word, Excel, Outlook, and PowerPoint
- Ability to handle multiple tasks simultaneously
- Bilingual English/Spanish preferred

Other:

- Must have reliable transportation

Physical Requirements:

While performing the duties of this job, the employee is occasionally required to sit, stand, walk, drive/operate a car, lift and carry bags and boxes of approximately 10 pounds; talk or hear, read, use hands to finger, handle or feel objects, reach with hands and arms; climb stairs, stoop, kneel, or crouch, type, operate a computer, calculator, copy machine, telephone, fax machine, postage meter.

To apply for this internship, contact Rita Zaluzec at (847)775-1029 or rita.zaluzec@uwlakeco.org