

TYSON FOODS SUMMER COMMUNITY INTERNSHIP PROGRAM

JOB DESCRIPTION

Position Title	Community Action Coordinator & Teacher Intern
Organization	Trepson
Department	
Contact	Trevina.jefferson@trepson.org
Supervisor Name	Trevina Jefferson, M.Ed
Supervisor Contact	712-208-0469

TERMS OF EMPLOYMENT

A. BACKGROUND CHECKS: This position requires the following background checks.

- a. Federal Fingerprinting background checks
- b. Iowa Child & Adult Abuse Index

B. ELIGIBILITY

- a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2020.
- b. Submit written enrollment verification from your college or university confirming the student's enrollment status to Iowa Campus Compact (student ID cards and/or phone calls are not sufficient documentation).
- c. Must not have any criminal record, citations for driving under the influence of alcohol, illegal drug usage, or other history that would bar you from working with children and positively representing Trepson

C. WORK SCHEDULE & CONDITIONS

- a. This full time position starts Monday, June 1, 2020 and ends Friday, July 24, 2020. This position is not eligible for sick, vacation, and holiday leave during employment.
- b. This position requires going to and participating in events, community meetings, and teaching within the community

D. BENEFITS

- a. SALARY. The individual shall receive a \$3,000 salary distributed bi-weekly in equal amounts for the duration of employment.
- b. PROFESSIONAL DEVELOPMENT. Iowa Campus Compact will provide an in-person orientation and three professional development opportunities to the employee.
- c. Organizational Professional Development. Trepson will provide professional development in leadership, administration, marketing, teaching adults, and teaching children

E. EVALUATIONS

- a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

RESPONSIBILITIES

A. POSITION PURPOSE

- a. The purpose of this position is to do the following: 1) Connect with leadership among immigrant communities, through efficient marketing strategies, to ensure those communities can access our adult self-sufficiency courses and that immigrants are aware of our partnership programs for free STEM and literacy programs for children in the community, 2) to assist with administering and teaching courses to adults and children, especially immigrants, to help them with self-sufficiency and success, 3) to assist

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with creating & implementing on-going funding sources to administer free and low cost programs to the community and build funds to purchase property to house our programs including child care, in which the structure is heavily regulated)

B. DUTIES

- a. Attending events and meetings to help build relationships with immigrant leaders
- b. Developing and implementing marketing strategies to understand needs in the immigrant community surrounding family self-sufficiency and barriers to integrating into the community; as well as, raise a consistent awareness campaign of what we offer and what we are doing in the community
- c. Assisting with planning and organization of the Day of the Child annual festival (it is a city wide multicultural festival on unity among child focused agencies in supporting children and families and creating an inclusive environment for all families. Trepson is one the founding organizations and has a big role in the event)
- d. Assisting with planning and administering adult classes for self-sufficiency and STEM/Literacy enrichment for children.
- e. Assisting with developing and implementing on-going funding streams that allow us to offer free services to the community

C. COMMUNITY IMPACT

- a. Trepson works together with multiple community organizations to help remove barriers for family integration into the community and supporting economic development through adult courses aimed at self-sufficiency such as assisting with operating a successful home family child care despite language challenges and what to expect for children entering children care or school programs where American culture and language are unfamiliar. In addition, we are partnered with community organizations to bring free literacy and STEM programs to children needing enrichment over the summer.

QUALIFICATIONS

- A. Self-Motivated
- B. Determined to complete tasks and projects to the best of your ability
- C. Working knowledge of using the basic website and social media management
- D. Possess leadership qualities and enjoy working partnering with others
- E. Effective communication and writing skills for being clear and building relationships
- F. Have effective tools for working with dual language learners or be competent in one of these languages in addition to English: Spanish, Karen, Lao, Hmong, Sudanese, Micronesiasian Languages
- G. Ability to work with leadership and follow directions
- H. Ability to obtain a D license for helping to transport children