



## Inland Empire United Way KidSmart Internship Description

**ABOUT OUR ORGANIZATION:** Inland Empire United Way (IEUW) is a nonprofit organization that works in partnership with local community leaders, businesses, government agencies, nonprofit organizations and individuals to build a stronger community. IEUW engages a caring community to respond to human need by helping disadvantaged kids succeed in school, providing easy access to health and social services, developing opportunities for volunteers to create positive change and strengthening financial stability opportunities for low-income families and individuals.

**STATUS:** Intern, Part-Time (8 to 25 hours per week - time commitment may vary according to the intern's arrangement and request)  
Hours are flexible; evenings and weekends may be available.

**REPORTS TO:** The KidSmart Intern reports to the KidSmart initiative Director.

**ACADEMIC CREDIT:** If intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his or her school. United Way will provide the necessary job description and performance review upon request.

**POSITION SUMMARY:** The Inland Empire United Way's KidSmart initiative improves the lives of underprivileged children by ensuring they come to school well fed, ready to learn and equipped with the necessary tools to learn and succeed. We collaborate with local schools, companies, community organizations and volunteers to accomplish this goal. United Way and its partners are achieving results through KidSmart programs including Kids Pack, Kids Cafe, School Tools and Healthy Kids.

IEUW is currently recruiting students for internship opportunities in a variety of areas, and the list below is only a sample of responsibilities. We can work with students on tailoring their internship to their strengths, abilities and goals.

### **Responsibilities – Possible Areas of Focus**

- Research and program evaluation (administering and collecting surveys, inputting data, analyzing and reporting results)
- Volunteer management
- Program provision
- Special events and projects

### **QUALIFICATIONS:**

- Ability to communicate effectively, both orally and in writing, with a variety of individuals and organizations
- Ability to organize a variety of tasks, meet deadlines and pay attention to detail
- Currently enrolled in college, and an interest in social service

**PHYSICAL REQUIREMENTS:**

Must be physically able to lift/move up to 20 pounds as well as sitting, standing, walking, stooping, squatting, pushing and pulling

**SALARY:** This is an unpaid internship.

**WHAT YOU WILL GAIN:**

- The opportunity to custom-design your own internship to meet your individual academic and career needs
- Flexible hours where, with appropriate notice, the supervisor will work to schedule hours around exams and other deadlines
- The opportunity to interact with other professionals in the education, business, government, academic and nonprofit sectors
- A great professional recommendation and letter of reference for your valuable work
- Knowledge that you are making a difference in your community

**Please send cover letter, resume and supplemental questions to:** Lorraine Ousley, KidSmart Director, at [lousley@ieuw.org](mailto:lousley@ieuw.org).

**SUPPLEMENTAL QUESTIONS:**

1. What are your career and academic goals?
2. What do you expect out of an internship at United Way?
3. What special qualities do you feel you will bring to this internship?
4. What is the time frame (day/month to day/month) that you expect to serve, and what days and hours are you available to work?

For more information about the Inland Empire United Way, please visit [www.ieuw.org](http://www.ieuw.org). Click on the KidSmart icon to learn more about the KidSmart initiative and its programs.

*Inland Empire United Way is an equal opportunity employer M/F/D/V; females and minorities are encouraged to apply. Background checks and drug tests are performed and job offers are contingent upon successful screening.*