



Employer: Department of Workforce Services

Title: Office of Child Care Program Intern (unpaid)

The Department of Workforce Services, Office of Child Care is in the process of implementing a child care quality rating and improvement system for the state of Utah. This system will require an application and classroom observations in all child care centers in the state that request to participate in the system. The Office will be accepting applications from November 30 - December 14, 2018, and conducting observations between February and July 2019. Two interns will be responsible for assisting in the management of application and observation assignments, including tracking applicants, determining the number of classroom observations needed per program, assigning programs to a random month for their observations, and other duties as needed. The Office of Child Care Program Intern will work alongside the Program Director to support and efficiently manage the program. The intern will gain mastery of DWS databases and tracking systems in order to efficiently assist program development.

Hours, begin and end date, and holiday schedule will be agreed upon with direct supervisor. The Intern is encouraged to seek internship course credit through the University of Utah. For more information, contact the Internship Coordinator (Dominique Blanc, dominique.blanc@csbs.utah.edu).

Projects/Learning Outcomes:

- The Intern will collaborate with the Office of Child Care leadership and other assigned supervisors to support existing programming.
- The Intern will develop a tracking system in order to efficiently assist the program.
- The Intern will work with all stakeholders to provide exemplary service and assistance, depending on organizational needs.
- The Intern will cross-collaborate as needed with other DWS programs to ensure open communication and to explore the multi-faceted elements which constitutes a service-oriented organization.

Qualifications and Requirements:

- University of Utah student
- Independent and creative self-starter
- Strong Communication (oral, writing, and presentation) skills
- Professional presence and demeanor

To apply, please send your cover letter and resume to the Internship Coordinator:

Dominique Blanc
University of Utah
Honors College
College of Social and Behavioral Sciences
Dominique.blanc@csbs.utah.edu
330.571.3728