



Employer: Granite School District

Title: Homeless Christmas Project Intern

Granite School District is pairing with local stakeholders to provide 900 local homeless children with holiday gifts this coming holiday season. Throughout the fall semester, the intern will work alongside the project coordinator to develop and maintain community connections to organize and execute each aspect of this multi-layered project. There is potential to expand homeless programming in Granite School District outside of holiday programming and into spring and summer semesters. In the fall semester, the Intern will be responsible for the administration and organization of the entirety of the project. They will be trained by the project coordinator to autonomously implement a successful holiday for hundreds of local children. This internship offers the opportunity for an intern to connect and network with cross-sector donors.

The Intern will coordinate and/or assist with multiple activities throughout the semester, including but not limited to:

- Student lists disseminated in September; cross-checks for accuracy.
- Distribute, collect, and organize children's wish lists.
- Distribute wish lists to donors and establish timeline for delivery of goods.
- Coordinate with storage facilities to ensure goods are delivered on time and able to be organized.
- Organize volunteers and donors; establish pick-up schedule for children and families to receive goods.

The Intern will be expected to prioritize multiple tasks and work with a diverse range of people in a fast-paced environment. The Intern will be advised and trained by the project coordinator to ensure both organizational policy and Utah state requirements are met. The Intern will be expected to work with their supervisor to establish a steady work schedule; promptness and reliability are essential to a successful internship when working with youths who depend on your work. The Intern will work directly with their supervisor to ensure the project is executed in an efficient and professional manner.

Hours, begin and end date, and holiday schedule will be agreed upon with direct supervisor. Work hours will vary depending on project needs, and will likely necessitate more hours dedicated to the project at the culmination in which children receive their donated gifts. 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).

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
Dominique.blanc@csbs.utah.edu
330.571.3728