



## JOB DESCRIPTION

### TYSON UNITED WAY NWA SUMMER COMMUNITY INTERNSHIP PROGRAM

Position Title	Summer Intern/Summer Program Assistant
Organization	OneCommunity
Department	
Address	614 E. Emma Avenue, Ste M414, Springdale, AR. 72764
Supervisor Name	Diana Gonzales Worthen
Supervisor Contact	479-872-1977

## **TERMS OF EMPLOYMENT**

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

- a. Standard Background Check for Volunteers that work with children and families.

### **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 2021.
- b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.

### **C. WORK SCHEDULE & CONDITIONS**

- a. This is a full time (35 hours per week) position.
- b. This position is not eligible for sick, vacation, and holiday leave during employment.
- c. Work in an office environment with need of lifting up to 25 lbs.
- d. Local travel is required with no overnight stay. Must have own vehicle with valid license and insurance.

### **D. BENEFITS**

- a. **SALARY:** The individual shall receive a \$3,200 salary distributed bi-weekly in equal amounts for the duration of employment.
- b. **PROFESSIONAL DEVELOPMENT:** The United Way of Northwest Arkansas will provide an in-person orientation and three professional development opportunities to the employee.
- c. **PROFESSIONAL DEVELOPMENT:**  
OneCommunity will provide in-person orientation, weekly planning and debriefing meetings to learn the difference between the goals and objectives of a business and a non-profit's operations and programming.  
Personal Benefit is in learning about the local community's need for adult education and immigration services. Learn how our Non-Profit organization services align with Tyson's focus areas of how adult education and immigrant service will benefit the needs of schools, students and families of which many work for Tyson.



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The following are examples of professional development opportunities available during the internship:

1. Awareness of local non-profits by touring the Springdale Center for Non-Profits.
2. Attend a board meeting with opportunity to report on current work and projects.
3. Be interviewed by local radio station on internship work and career aspirations.
4. Attend a grant training meeting.
5. Assist in writing and submitting a grant.
6. Represent OneCommunity and work our booth when invited to a community outreach event.
7. Prepare and maybe attend meeting with a corporate partner or local business sponsor.
8. Possible other opportunities as interests are determined.

### EVALUATION

The intern will receive an evaluation of their performance at the end of the 8 week internship from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

### RESPONSIBILITIES

#### A. POSITION PURPOSE: Program Development

The 2021 Summer Intern for OneCommunity will work as Summer Program Assistant as part of the organization's non-profit operations. The Summer Program Assistant will manage processes and complete various tasks to assist with implementation of summer programs for Springdale and Fayetteville families that encourage student and parent participation with the school and community. OneCommunity programs align with Tyson's focus areas of how adult education and immigrant service benefits the needs of schools, students and families of which many work for Tyson.

The 2021 Summer Intern/Summer Program Assistant for OneCommunity will develop skills and gain valuable personal/ professional experience as they learn about program development, and how social media can help with community program engagement.

#### B. DUTIES

**Overview of Duties:** Working to prepare and organize each week's program items and information needed to conduct the programs. Duties include capturing and recording vital program data.

**Program Development:** Explain or enhance program delivery, monitoring and collecting data for program evaluation. Deliverables include Program Documentation Plan

- Review and revise database to track participant attendance, number of books read, enter demographic data, and obtain and deliver prizes for meeting reading goals.
- Develop FYB electronic handbook with templates of handouts/instructions and a notebook outlining the 8-week program lessons.



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- Create a place for staff and volunteers to download program documents.
- Review/revise checklists for set up/removal of program materials after each session.
- Review/revise ArkanSalsa Fest (ASF) templates for flyers, event handouts, and finalize the ASF Committee meeting schedule.

**Community Engagement:** Expand awareness of organization. Deliverables including social media and a marketing plan.

- Developing a social media timeline and creating sample templates to post on the website, Facebook, Instagram, and Twitter highlighting the bilingual Feed Your Brain weekly sessions at each program location.
- Maintaining weekly updates on social media and website.
- Noting what pictures or video "clips" to use to update website and social media accounts.
- Updating and/or revise program brochures and marketing materials.
- Reviewing/revising OneCommunity's Community Outreach booth checklist.

**Volunteer Management:** Expand or enhance current volunteer practices, procedures, and recruitment. Deliverables include Volunteer Implementation and Recognition Plan.

- Assist with organizing volunteer schedule at each school location.
- Ensure volunteers follow procedures.
- Assist with recruiting volunteers in the community, schools and local colleges and campuses.
- Review and revise Volunteer Training Manual as needed.
- Assist with developing volunteer recognition/awards at the end of the program.

The intern will be assigned to evaluate and then improve one of the two following areas:

1. Volunteer planning and management process
2. Summer Program's social media process.



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#### **COMMUNITY IMPACT**

The objective for the Feed Your Brain program is for children to maintain if not increase reading levels during the summer break. The program is open to the public at elementary schools hosting summer lunch programs. Most participants are immigrant families that predominately speak Spanish as the primary language at home.

#### **QUALIFICATIONS**

- A. Previous volunteer work with culturally diverse population is a plus.
- B. Bilingual in Spanish preferred but not required.
- C. Advanced level of skills working with Mac Pro, Microsoft Office suite (Word, Excel, PowerPoint, mail merge) and office equipment and printers.
- D. Intermediate experience managing vital and critical data. Must have a strong understanding of the link between implementing and collecting data for a program to be successful.
- E. Advanced level of skills developing content and working with Facebook, Twitter, Instagram, and simple-tiered website.
- F. Types of majors include education, cultural diversity, anthropology, social work, or similar field.

#### **LEARNING OBJECTIVES**

##### **A. CAREER DEVELOPMENT**

Enhance the students understanding of a company's Social Responsibility and how local non-profit organizations can be leveraged to identify and serve the needs of the community. The intern will acquire working knowledge and understanding of nonprofit management that includes operations and program delivery, managing budget, and marketing for community engagement, programs and fundraising.

##### **B. SKILL DEVELOPMENT**

- a. Program Management
- b. Role of Internal and External Communication
- c. Time and Budget Management
- d. Data Management and the Vital Role it Plays for Non-Profit

##### **C. PERSONAL GROWTH AND DEVELOPMENT**

- a. Increase self-confidence in learning the difference between business and non-profit organizations, and an opportunity for the intern to apply their talents and skills.
- b. Learn about a nonprofit's mission and how that work aligns with their college degree and career goals.
- c. Increase in self-esteem in working a summer job that works directly on a local community challenges by working towards finding a solutions for the community by either raising awareness or offering programs and services that help.



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d. Increase creativity due to working with a limited budget. Increase practice of prioritizing use of time and managing budgets.

SIGNATURE (To be signed by student selected for the internship.)

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Signature Date \_\_\_\_\_