



JOB DESCRIPTION

TYSON 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 2022.
- 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 \$4,200 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 two 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 immigration services will benefit the needs of the schools, students and family of which many work for Tyson.



JOB DESCRIPTION

TYSON SUMMER COMMUNITY INTERNSHIP PROGRAM

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, share career aspirations, promote our services and the community to join our programs.
4. Attend a grant training meeting.
5. Assist in writing and submitting a grant.
6. Represent OneCommunity and assist at our booth when invited to a community outreach event.
7. Prepare and possibly attend a meeting with a corporate partner or local business sponsor.
8. Other opportunities based on the intern's interests.

E. EVALUATIONS

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

F. RESPONSIBILITIES

A. POSITION PURPOSE: Program Development

OneCommunity's 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 2022 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 Springdale and Fayetteville family summer programs that encourage student and parent participation with the school and community.

The 2022 Summer Intern will develop skills and gain valuable personal/ professional experience as a Summer Program Assistant that supports program development and learn 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 at designated location and at times remote via video sessions. Duties include capturing and recording vital program data.

Program Development: Enhance program delivery, monitoring and collecting data for



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TYSON SUMMER COMMUNITY INTERNSHIP PROGRAM

program evaluation. Deliverables include Program Documentation Plan.

- Organize paperwork and items for the summer's weekly sessions for Feed Your Brain (FYB) and Science Action Club (SAC) at schools or remote locations. Create new and update existing checklist to improve this process and adapt to changes.
- Attend some FYB and SAC sessions and learn how to represent the objective of the program when necessary.
- Assist facilitator with FYB sessions as needed.
- Take notes at weekly planning sessions and end of week debriefing, then complete tasks assigned.
- Update FYB electronic handbook with templates of handouts/instructions and a notebook outlining the 8-week program lessons. Including selecting the best pictures and videos to "clip" that week to use to update the website, Facebook, and twitter in English and Spanish.
- Build, manage the organization's critical database containing critical information from each FYB and SAC session by working with Parent Facilitator and parent volunteers. Includes reviewing and revising the database to track participant attendance, number of books read, logging demographic data, and prepare and deliver prizes for meeting reading goals.
- Assist with organizing volunteer schedule at each school location or a remote location and update the Volunteer Playbook's Volunteer Forms and Orientation processes.
- Assist with ArkanSalsa Festival fundraising planning that will include updating template for flyers, event handouts, and finalize the ASF Fundraising 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 for each program location.
- Update marketing materials and program brochures to be delivered to schools and local businesses as well as posted on social media.
- 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.
- 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.



JOB DESCRIPTION

TYSON SUMMER COMMUNITY INTERNSHIP 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

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 a plus.
- B. Bilingual in Spanish preferred but not required.
- C. Advanced level of skills working with Mac Pro Google Docs and Microsoft Office suite (Word, Excel, PowerPoint, mail merge), office equipment and printers.
- D. Experience working with Canva and minor updates in Word Press website is a plus.
- E. 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.
- F. Advanced level of skills developing content and working with Facebook, Twitter, Instagram and simple-tiered website.
- G. 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



JOB DESCRIPTION

TYSON SUMMER COMMUNITY INTERNSHIP PROGRAM

- 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. Gain broad understanding of how a non-profit organization operates with opportunities to learn the budget process and assists with gathering documents to complete grants.
- d. Increase in self-esteem in working a summer job that works directly on a local community challenge by working towards finding a solution for the community by either raising awareness or offering programs and services that help.

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

Intern's Name _____

Intern's Signature _____

Signature Date _____