HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: WCSD Volunteer Services: AVID

Contact Person

Name: Dex Thomas, Program Manager
Phone: (775) 348–0222
Email: dlthomas@washoeschools.net
Physical Address: 494 Poplar
Mailing Address (if different): 425 E. Ninth Street, Reno, NV 89502

Internship Site Information:

Achievement Via Individual Determination (AVID) Program HDFS Intern would assist the AVID classroom teacher at Sparks High School by marketing parent contact, both for students who are doing great and those who might need to arrange to stay for Homework Club for extra help. He/she would monitor the progress of those students needing help and report back to me and the parent. He/she would help organize events like Night of All Nations, parent meetings and field trips scheduling the bus, collecting funds, and permission slips. He/she could send the students assignments reminders, update our calendar and website and prepare parent newsletters. The intern would act as a model and mentor for higher education.

Number of Internships Available: 1

Student Requirements:

1. Must have at least a 2.5 GPA
2. Must have good communication/computer skills
3. Must enjoy working with students
4. Must be dependable
5. Must pass all WCSD Volunteer Screening
6. Must be competent in High School level Math and Science

How will student obtain this internship position?

Please contact Dex Thomas at 775-348-0388 or dlthomas@washoeschools.net, (identify that you are an HDFS student interested in the Book Program position) for a pre-interview and screening. You will then be scheduled for an interview at 494 Poplar St Reno, NV 89512, if accepted Dex will contact Jenna Dewar with their selected interns.

Completed 5/10/2017