HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: WCSD Volunteer Services: Department of Family School Partnerships

Contact Person

Name: Olga Stanton
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Email: ostanton@washoeschools.net
Physical Address: 5450 Riggins Court, Suite 5, Reno, NV 89502
Mailing Address (if different): 425 E. Ninth Street, Reno, NV 89502

Internship Site Information:

The HDFS Intern will be assisting the Washoe County School District Dept. of Family School Partnerships in various projects as detailed below:
- Will assist with the logistics of the Parent U workshops
- Will assist on the maintenance of social media for Parent University
- Will continuously update the Parent U website
- Will assist on servicing the iPad cart and ensuring that the iPad cart is ready to use.
- Will participate in two Family Access Day events
- Will assist on secretarial/clerical duties as requested.

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 student’s grade K-12
4. Must be dependable
5. Must pass all WCSD Volunteer Screening

How will student obtain this internship position?

Please contact Dex Thomas at 775-348-0388 or dthomas@washoeschools.net, (identify that you are an HDFS student interested in the Parent U 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 Thomas will contact Jenna Dewar with their selected interns.

Completed 5/10/2017