HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: WCSD Volunteer Services: Marketing and Recruitment

Contact Person

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

Internship Site Information:

The HDFS Intern would be assisting in the Washoe County School District Volunteer Services Department with recruiting volunteers for academic support, marketing the Read & Succeed, Math Paths, and Elementary Writing Tutor programs and recruiting volunteers in the community with a focus on retired or senior populations, or college students. The intern would be working with the Volunteer Services Program Technician, attending community events and other recruitment opportunities as available. The intern would be working with the Volunteer Services Lead VISTA volunteer and a team of VISTS's in a program to provide ongoing academic training for pre-k through 6th grade throughout WCSD.

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

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