HDFS INTERNSHIP SITE INFORMATION SHEET

Organization Name: WCSD Volunteer Services: Program Tech

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:

| The HDFS Intern would be assisting the Washoe County School District Volunteer Services Program Technician in increasing the capacity of their No Cost Worker Program where community programs, like the State Welfare Community Work Experience Program (CWEP) bring labor resources to WCSD to provide office and other department, program and school support while also providing unemployment individuals with children the opportunity to learn new job skills. May include assisting program clients, client follow-up, helping clients with professional dress and behaviors, job skills, and job placements. Additionally, the intern would be helping with volunteer application processing, interviews, data input, marketing, secretarial work as requested, and attend imperative work related meetings. |

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