



Program Internships January – April 2018 Unpaid, 10-20 hrs/wk

Our Mission Statement

Believing that literacy is the foundation for a sustainable community, Washtenaw Literacy provides literacy support free of charge to adults through a network of trained tutors.

Our Objective

To help adults pursue their personal goals by improving their basic skills through customized, research-based literacy tutoring in reading, writing, math and English as a second language.

Internships

Our unpaid internships focus on training and supporting individuals during a semester of experiences and learning. All internships are fitted to the individual career and educational goals of the chosen candidate. Our small staff will actively mentor you throughout the semester and give you ample opportunity to grow. Direct service and administration combine to provide a well-rounded internship.

Program Schedule Needs – 6-12 hours/week on-site, managing programs.

Program	Schedule	What you'll gain
Skill Building, GED Preparation for low-skilled adults	Tuesday and Thursday, 1-4pm, in Ypsilanti	Experience developing a new program partnered with Washtenaw Community College, work with MSWs and Certified Teachers, supervise and develop team of volunteer tutors
Community Opportunity Center, computer lab for adults	Shifts available from 10-2pm Monday and Friday	Experience developing a new grass-roots program in partnership with multiple non-profits, work with children's services and faith-based partners, supervise and develop team of volunteer tutors
ESL Group Coordinating	Tuesday and Thursday, 8:30-11am; Thursday, 2-4:30pm; and/or Wednesday, 5:30-8pm in Ann Arbor	Experience running vibrant existing program in partnership with Washtenaw Community College and the Ann Arbor Library system, supervise and develop team of volunteer tutors

Preference will be given to *qualified applicants* who can match the above scheduling needs. However, if you can not, you are still encouraged to apply as new program needs will arise.

Projects – Just a sample; project will be created and/or fitted to meet the goals of each intern.

- Develop and implement at 3-month grant for marketing programs in Ypsilanti
- Attend partner meetings as a representative of Washtenaw Literacy
- Create and deliver professional development workshops for volunteer tutors
- Become certified in Proliteracy Adult Education model
- Pilot “needs inventory” in new learner assessment to determine wrap-around service needs of learners
- Manage e-newsletters with volunteers through Constant Contact communication system
- Attend community resource fairs representing our programs to potential tutors and learners

For more information or to apply for an internship, send your resume and cover letter via email to Alison Austin, Program Coordinator at austin@washtenawliteracy.org. Interviews are being scheduled for early December. Start the academic year off with a unique service learning opportunity!