



Child Parent Centers, Inc.
602 E. 22nd St
Tucson, AZ 85713

Role Description **Student Intern Volunteer**

Classification: Volunteer

Supervisor: Unit or department director

Summary: Child-Parent Centers collaborate with the student intern's educational institution to deliver a mentorship experience that aligns with the learning goals and objectives of the coursework while providing the student with practical experience in their field of study.

Responsibilities:

- Responsibilities will vary depending on the area of study and the objectives of the internship, as outlined by the educational institution
- Must always maintain professional behavior and adhere to the policies and procedures of the Agency
- Work closely with the assigned mentor
- Participate in staff meetings and training, as appropriate
- **Ensure that confidentiality practices are always maintained**

Minimum Requirements:

- Good organizational and planning skills
- Willingness/ability to work as a team member
- Ability to work with children and adults
- A sincere commitment to the philosophy and objectives of Head Start
- Student interns must meet Federal, State, County Legal/Licensing Requirements before starting volunteer services:
 - Provide proof of immunizations: MMR (Measles, Mumps, Rubella), Tdap (adult Tetanus, Diphtheria, Pertussis), and a clear Tuberculosis assessment
 - Pass criminal record check
 - Submit a current Fingerprint Clearance Card OR complete the application and obtain a Fingerprint Clearance Card

Training:

- New volunteer training upon start
- The unit or department director will assign a specialist or a coordinator to work with the student intern
- Site Supervisor will support the training objective

Benefits:

- Complete your required school course
- Resume-building experience working with preschool-age children in a classroom setting
- Learn new skills and meet new people
- Personal satisfaction from knowing that you are helping and empowering children and families