



# Internship: Educational Services

*Catholic Charities calls the community to action to join us in addressing the root causes of poverty, hunger, and homelessness by serving, educating, and empowering all those in need*

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**Position:** Educational Services Internship (*unpaid*)

**Location:** Cardinal Farrell Community Center

**Time commitment:** As discussed and agreed upon by on-site supervisor.

**Site hours:** Mondays - Fridays 8:00AM – 5:30PM

**On Site Supervisor:** Ana Schaller, [aschaller@ccdallas.org](mailto:aschaller@ccdallas.org)  
Norma Gurrola, [ngurrola@ccdallas.org](mailto:ngurrola@ccdallas.org)

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## Mission: Educational Services

Our mission at Together We Learn (TWL) is to provide families with a dual generation approach to high quality education for both parents and young children. We strive to give each child the opportunity to grow and develop a strong foundation for learning and to work with families to close developmental gaps especially in the area of language and cognition.

## Internship Description

This intern role with Educational Services will provide a student with unique opportunities to build their skills and experience by working with a wide spectrum of individuals in the field of education by working with parents, young children, and school age children. Interns will also support the teachers, case managers and staff by helping with day to day tasks such as data entry, creating learning packets, posting on client social media sites and event planning.

## Intended Outcome

By participating as an intern for Educational Services, you contribute to the mission of providing higher quality education for parents and young children. Your efforts will help CCD continue our efforts to empower individuals, both young and old, in our community. As an intern, you will be presented with the invaluable experience of building both professional and interpersonal skills, as well as contributing to the important mission of Educational Services.

## Values of a Successful Intern

- Service – Giving of ourselves and welcoming all.
- Compassion – Treating all with empathy, care and consideration.
- Integrity – Doing what is just, honest and merciful.
- Respect – Acknowledging the dignity and worth of every person.
- Commitment – Giving attention, energy and passion to all we do.

## Required Training

- Praesidium Abuse Prevention Training (in-person with Compliance Specialist)
- Praesidium Safety Equation Training (online)
- Preventing & Responding to Sexual Abuse & False Allegations (PSA online; done every 6 months)
- Mandated Reporting (DFPS online)

\*Please note that all interns who wish to interact with the children must complete a separate set of clearance procedures which includes a TB test and FBI finger printing. This is to further ensure the safety of the children we work with. \*

## How to Apply

Please send the following items to Volunteer Manager: [volunteer@ccdallas.org](mailto:volunteer@ccdallas.org)

- Resume
- Internship you would like to apply for
- School requirements if using internship to receive school credit
- Internship length and time commitment
- What your goals are in an internship with Catholic Charities

## Process Steps

1. Application is reviewed by Catholic Charities Staff.
2. After review, program staff will directly contact candidate.
3. An interview will be set up with the program manager and intern.
4. After successful completion of the interview and both parties choose to move forward, you complete your internship on boarding of : background check, online training, submit 3 references that will be contacted as character references.
5. You will then be formally placed in the internship and can begin on a previously approved start date.