



## Internship: Early Childhood Literacy

*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:** Early Childhood Literacy Internship (*unpaid*)

**Location:** 4550 W. Davis St. Dallas, TX 75211

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

**Site hours:** Monday – Thursday: 7:30- 5:30 P.M.

Fridays 8:00 AM – 3:00 PM

\* Saturdays and Sundays: Depending on the Recruitment Schedule and availability\*

**MSW and BSW Supervision Available**

**Language:** English or Spanish, Bilingual Preferred

**On Site Supervisor:** Angelica Arzola MSW

[aarzola@ccdallas.org](mailto:aarzola@ccdallas.org)

**Task Supervisor:** Amy Melendez MSW

[amelendez@ccdallas.org](mailto:amelendez@ccdallas.org)

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### Mission: Educational Services

Our Educational Services at Catholic Charities Dallas are committed to answering the call for high-quality literacy programs with a dual-generation approach. Through intentional program design, we have established impactful literacy programs currently serving 12 communities across the counties of Dallas, Collin, Ellis, and Kaufman. It is our mission to partner with parents to build a strong literacy foundation for their families to help lead both generations toward a promising future. Together we are building a stronger community.

### Internship Description

Early childhood literacy program promotes literacy in the homes and relevant age-appropriate activities. In this internship will provide an opportunity to develop and engage in weekly activities based on the children's developmental milestones. Also learn and provide developmental screenings for each individual child in the program. Intern will work closely with the early education team and support them on the field during programming focusing on Parent and Child Time (P.A.C.T) engaging with children in a positive form. Interns will also be asked to help and support other components of Together We're Better.

### Intended Outcome

As statistics have shown, reading is fundamental to doing well in school, work, personal growth, and success in life. Genius waits patiently in every child, with the support of at least one positive influence in their childhood. Our program is focused on that essential belief of building early literacy foundations. As an Early Childhood Literacy Intern you are directly working to support the early childhood teachers and provide educational support. Within this placement you will improve interpersonal skills, positive interaction techniques, and developmental screening techniques. Your service as an Early Childhood Literacy Intern lightens the load and increases staff capacity to provide support to our families. With help like yours, we are organized, efficient, and prepared for providing enrichment and a high-quality education.

## **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)

## **How to Apply**

Please send the following items to the 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
- Goal Statement of what candidate would like to accomplish with an internship at Catholic Charities Dallas.

## **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 onboarding 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.