



## Internship: Parent Educator

*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*

---

**Position:** Parent Educator 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)

---

### 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

Parent educators in Together We're Better (TWB) work directly with the families once a week in the diverse communities TWB serves. By providing a weekly class to help parents better understand the development of their children ages 0-5 years. Intern will work with the parent educators to review parenting curriculum and help develop parenting activities appropriate for class. Will also assist with phone calls and messages to families. Interns will also be asked to help and support other components of Together We're Better.

### Intended Outcome

The TWB parenting program focuses on understanding a child's development, positive parenting skills and tools. Mothers and fathers currently in the program have significantly increased their learning capacity with their children. The statistics are impressive. 100% of mothers and 95% of fathers attending TWB have increased their reading sessions and developed meaningful family bonds at home with their little ones. As a Parent Educator Intern, you are directly working to support team. Your service as a Parent Educator Intern lightens the load and increases staff capacity to provide support for the families in the communities. Within this placement you will improve interpersonal, leadership, and public speaking skills. With help like yours, we are organized, efficient, and prepared for providing enrichment and a high-quality environment. Families will be empowered with tools to educate and nurture with love to lay the foundation of early literacy 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 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.