



Program Internships May – Aug 2017 Unpaid, 15-30 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. All positions develop leadership and management skills.

Program Schedule Needs – approximately ½ of hours/week on-site, managing programs, samples below.

Program	Schedule	What you'll gain
Community Opportunity Center, Ypsilanti	Monday, Wednesday and/or Friday, shifts from 10am-3pm	Experience developing a grass-roots program in partnership with multiple non-profits, work with children's services and faith-based partners, manage volunteer team, tutor
ESL Coordinating, Ann Arbor	Options; Monday 7-8:30pm in Ann Arbor, Wednesday 6:30-8pm in Ann Arbor, Friday 1-2:30pm in Ann Arbor	Experience coordinating vibrant existing program in partnership with partners like the Ann Arbor District Library, assess and place new learners, supervise and develop team of volunteer tutors, leadership
Skill Building	Tuesday and Thursday, 1-4pm	Experience partnering with Community College staff including social workers on wrap-around services and tutoring for young people seeking their GED

Preference will be given to qualified applicants who can match the above scheduling needs. However, the *right person* is more important than the *right schedule* so if are interested, you are still encouraged to apply as new needs will arise. It is highly recommended that you have your own vehicle.

Projects – approximately ½ of hours/week, samples below; exact project created to meet the goals of selected intern.

- Develop and implement at 3-month pilot providing ESL tutoring to Seniors in an Ann Arbor apartment complex
- Participate in fundraising event
- Create book club materials (discussion questions, vocabulary activities, etc.) for book of your choice
- Write articles and/or create tutoring curriculum for local newsletter focused on civic engagement
- 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 Manager at austin@washtenawliteracy.org by April 15. Interviews scheduled now thru April 21. Internship to begin in early May. Guarantee a productive Spring/Summer that will add skills and experience to your resume through our unique service learning opportunities. Apply today!