



# Eastern Band of Cherokee Indians High School Internship Program

**DIVISION:** Community, Education & Recreation Services

**PROGRAM:** Qualla Boundary Head Start & Early Head Start Program

**JOB TITLE:** QBHS&EHS Maintenance Intern

## Overview:

The EBCI Internship Program provides interested students with the opportunity to gain professional work experience that connects maintenance experiences and potential career choices as a maintenance worker, grounds keeper or facilities worker. Students will learn and gain valuable work experience in the daily operations of a program within the Eastern Band of Cherokee.

## QBHS&EHS Purpose:

Qualla Boundary Head Start and Early Head Start (QBHS&EHS) provides full day, comprehensive educational services to children ages 0-5, promoting school readiness. QBHS&EHS works in partnership with the family, engages the community, and supports the overall health and well-being of the child and family within the community.

## Key Responsibilities:

- **Supporting Health and Safety Practices:** Interns will assist with maintenance routines such as playground inspections, grounds clean up, installation of outdoor repairs, equipment installation, HVAC maintenance, landscaping of facility, and other duties as assigned.
- **Supporting Daily Operations:** Interns will support the daily operations by helping with tasks assigned by the lead maintenance worker. Daily tasks are open to shift as needed.
- **Confidentiality:** Will operate on the highest level of confidentiality at the program level and will not share any information at anytime.
- **Communication:** Interns will interact daily with program staff, children and families following QBHS&EHS standards of conduct.

- Learning and Development: Interns will have the opportunity to attend training sessions, workshops, and will complete required health and safety training to enhance their skills and knowledge specific to the job as well as maintenance trainings in partnership with facilities.

## Required Qualifications

- Must be at least 16 years of age by June 1<sup>st</sup>, 2026.
- Able to provide own transportation to the work site(s).
- Able to commit to **ALL** program dates and programming events. Multiple absences will result in dismissal from the program.

## Benefits

- Pay rate: \$15/ hour

Click here to apply: <https://publicservices.powerappsportals.com/Internship-Program-Application/>