



Eastern Band of Cherokee Indians Workforce Internship Program

DIVISION: Community, Education & Recreation Services
PROGRAM: Qualla Boundary Head Start & Early Head Start
JOB TITLE: QBHS&EHS Teacher Assistant Intern

Overview:

The EBCI Internship Program provides interested students considering enrollment in a college, university, certification program, technical, or trade school the opportunity to gain professional work experience that connects their classroom experiences and potential career choices. Students will learn and gain valuable work experience in the daily operations of a program within the Eastern Band of Cherokee tribal government.

QBHS&EHS Purpose:

Qualla Boundary Head Start and Early Head Start 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:** Assist with classroom routines such as supervising handwashing, serving meals, sanitizing tables, chairs and toys, and organizing classroom materials.
- **Supporting Daily Operations:** Help with tasks, including preparing educational materials for classrooms or the literacy center, creating displays, and organizing resources or materials for distribution.
- **Supporting School Readiness for Enrolled Students:** Engage with children during play, and planned curriculum activities. Interns may create activities to complete with children based on guidance from the Classroom Teacher and Supervisor. Interns may assist with lesson planning and implementation.

- Project Management: Assist in managing smaller projects or project components, ensuring they are completed on time and within scope. Examples: teaching children a cultural dance, creating a classroom cookbook.
- Communication: Interact daily with program staff, children and families following QBHS&EHS standards of conduct. Interns may assist in creating visual displays to showcase children's work.
- Learning and Development: Attend training sessions, workshops, and will complete required health and safety training to enhance their skills and knowledge specific to working with young children.

Required Qualifications:

- Must be 18-24 years old.
- Must be considering enrolling in a college, university, trade or technical school, or Early Childhood Education certification program (CDA).
- 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/>