



## *Program Internship*

### **Basic Premise**

The goal of the DSAGC Internship Program is to create a healthy learning environment in preparation for the intern's future employment opportunities. This role provides an opportunity to be a part of the DSAGC Staff Team as they work on various projects in the office.

### **Program Internship**

The Intern will assist the Program Coordinators in a variety of tasks that include, but are not limited to, creating transition folders, organizing program materials, and helping during the Early Matters Play Group. Interns will build upon their fine motor, executive function, social, communication, and leadership skills.

- The internship will take place from January 22, 2024- October 29, 2024.
- The intern will work three hours, two days a week (Monday from 11:30am-2:30pm and Wednesday 9:30am-12:30pm).

### **Job Responsibilities**

- Assist the Program Coordinators with tasks that pertain to programs
- Office management (mailings, printing documents, organizing)
- Keep the office and Empowerment Center prepared for use before and after programs
- Assemble program materials (folders, event promotion, etc.)
- Attend events to help promote the DSAGC

### **Requirements**

- Adult with Down syndrome at least 18 years of age
- Strong social engagement
- Enjoy working with children of all ages and their parents
- Willingness to contribute to a varying list of tasks
- Reliable transportation
- Be flexible and perform other responsibilities as assigned by your supervisor
- Report directly to the Adult Program Specialist and Outreach Specialist
- Contribute to and model the mission and the core values of the DSAGC
  - To empower individuals, educate families, enhance communities and together, celebrate the extraordinary lives of people with Down syndrome.
  - We are TRUSTWORTHY in our daily responsibilities and commitment to others.
  - We use EMPATHY in our interactions and RESPECT toward others in all that we do.
  - We carry out our responsibilities with the utmost INTEGRITY.
  - We COLLABORATE with and rely on our community partners.
  - We are INNOVATIVE and seek opportunities to be original and creative.
  - We are INVESTED, devoting our time, effort and energy to our mission.