



Wednesday's Child
BENEFIT CORPORATION

2010 ExxonMobil Community Summer Jobs Program Intern Position Description

Title: Summer Programs Assistant

Reports to: Director of Programs

Organization: Wednesday's Child Benefit Corporation brings hope and healing to children in foster care by meeting their educational, medical, clothing and nurturance needs. In order to help them overcome pasts of abuse and neglect and claim futures as confident, independent members of the community, we do more than provide funds and "things" for foster children. We strive to close the gap between what the state and foster parents can provide and what each child needs in order to experience predictability and nurturance, develop self-value and reach his or her full potential as a self-sufficient, healthy adult.

Position Profile: The Summer Programs Assistant will be responsible for helping implement and evaluate three fun summer programs. The goal of the programs are to offer foster children the chance to bond more closely with the positive people in their lives, while also creating happy childhood memories to replace the painful ones of their past. As well, they will work to help prepare and execute our Teen Back to School Program.

Duties:

1. Help develop and carry out a program implementation plan for each of three summer program events.
2. Identify program needs and troubleshoot problems.
3. Develop new collaboration efforts within the North Texas community.
4. Communicate with foster families, CPS and Child Placing Agencies to encourage event attendance.
5. Attend the June events and the September event, if possible.
6. Input foster child requests in database.
7. Will work on updating success stories for donors, website, and newsletters.

Requirements:

1. Currently enrolled full time undergraduate student who will be returning in the Fall 2010.
2. Excellent oral communication, computer, and organization skills are required.
3. A passion for the foster children we serve.

4. A valid Texas Drivers license, reliable transportation, and insurance are required.
5. You must pass a criminal background check and drug screening, and sign & abide by a confidentiality agreement.

Timeframe: June 1 to August 30, 2010 (8 weeks flexible within this time frame)
9:30 a.m. – 5:00 p.m. weekdays. Some weekend or evening work may be required.

Location: 2801 Swiss Avenue, Dallas, 75204

Compensation: This is an eight week internship position (35 hour week excluding meal breaks). Compensation for the eight week period is \$2,750, plus travel reimbursement. Payment distributed bimonthly.