



## **Intern Job Description 2018**

### **Sublette BOCES**

#### **Organization/Business General Information:**

Sublette BOCES (Board of Cooperative Educational Services) is seeking a summer intern to help with a wide variety of special education enrichment events. The intern selected will have opportunities to be involved in a wide variety of activities that are as nearly diverse as the work of Sublette BOCES itself.

Sublette BOCES is engaged in providing education for everyone in our far-flung community. Our educational efforts begin with infants in the early childhood program and range to seniors who attend our events at Rendezvous Pointe. In the summer, the focus is upon events such as; an education booth at the Wind River Mountain Fest, a summer science camp we call Wind River Discovery Camp, assisting with our collaboration with PAC and their Little Wranglers Day Camp and much more.

#### **Description of Job Duties**

- work with staff in a highly collaborative environment that requires excellent verbal and written communications
- be able to provide oversight of activities in a range of events that stretch from educating young people (elementary age) to assisting with activities at the Mountain Fest
- provide assistance to people seeking BOCES services
- other duties as assigned

#### **Skills and Knowledge Desired:**

Computer and communication skills are highly valued. The person in this position must be able to collaborate with a variety of people in an ever-changing work place. Since Sublette BOCES is a governmental organization, it is imperative that the intern be able to interact with and help citizens with their needs and questions. As an educational entity we value creativity, tenacity and an inquiring mind.