



JOB TITLE: CHILD DEVELOPMENT CENTER ADMINISTRATIVE INTERN

GENERAL DESCRIPTION

At Bidwell Riverside Center's Child Development Center (CDC), we strive to empower children, regardless of income or background, to be compassionate and capable life-long learners by providing quality early education and care. We are a full-service center working to transform lives as well as providing basic needs. We ensure the well-being of every child in our center by supporting the individual needs of the children in accordance with the school's mission and vision. Our center provides instruction that supports the development of the cognitive, emotional, social and physical growth of the child.

POSITION RESPONSIBILITIES

- Assist the CDC Director with data collection and administrative reports.
- Handles written communication with parents and families of CDC students.
- Ensures the well-being of every child in our center.
- Executes responsibilities efficiently and in an organized manner.
- Demonstrate professional ethics and behavior.

KNOWLEDGE, SKILLS, ABILITIES AND CHARACTERISTICS NEEDED

- Ability to relate and work with a diverse client base
- Self-motivated and can work independently
- Productive in an unstructured environment
- Passionate about the issue of poverty
- High level organization skills
- Non-judgmental
- Reliable and dependable

MINIMUM REQUIREMENTS

- Enrolled in an Education, Human Services, Social Work, Psychology, or related program.
- Ability to work objectively with a diverse group of people.
- Strong communication (written, oral, interpersonal), organizational, and administrative skills.
- Excellent analytical and problem-solving skills.
- Can handle sensitive information with the highest degree of integrity and confidentiality.

PHYSICAL AND WORK REQUIREMENTS

- Requires standing, walking, lifting, and bending.
- Work is performed in a service environment.
- May be required to lift up to 25 pounds.

MINIMUM REQUIREMENTS

Current student working on a degree in Child Care, Education, Human Services, Sociology, Social Work, Psychology, or related field.

TO APPLY

Submit an online application found on our website at www.bidwellriverside.org.

COMPENSATION

This is an unpaid internship.