



Fantasy Island Daycare

Summer Internship Title: **Office Assistant - 1 position**

Work Days: **Monday – Friday**

Rate of Pay: **\$11.00**

Work Hours per Week: **5 - 15 hours per week (8am – 12pm) or (1 pm – 5 pm)**

Internship Timeframe: **June 12 – August 3, 2023**

Duties & Responsibilities:

Students will perform administration functions such as filing documents, attending the telephones, typing, faxing, photocopying, checking in/out students, prepping instruction activities or arts/crafts.

Preferred Career Clusters:

Early Childhood

Teacher Cadet

Business

Other CTE Career Clusters will be considered for the position.

Internship Requirements:

- Must be enrolled in a CTE completer program at Richland One high school or Heyward Career & Technology Center.
- Must be in good academic standing with core and CTE courses.
- Must be a rising junior or senior in a CTE completer program (16 years or older).
- Must have reliable transportation.

Resumes should be emailed to Dr. Charnice Starks-Ray, Charnice.starks-ray@richlandone.org by Friday, February 3, 2023.