**Job Title**

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| **Reports to** | Host Site Supervisor Name |
| **Business or Organization** |  |
| **Hours** | Temporary, Not to exceed 100 hours |
| **Schedule** | Monday- Thursday 9am-1pm (example)  Minimum hours per week:  Maximum hours per week: 20 |
| **Salary** | $14.14/hour |
| **Employee Status** | Non-employee, Contract |

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| **Agency Summary** |  |
| **Position Summary** |  |
| **Primary Duties**  **and Responsibilities** |  |
| **Abilities and**  **Attributes** | List soft skills needed from the intern. May be in bullet points.  Such as bilingual skills (if needed); communication skills level; organization skills |
| **Essential Functions** | List hard skills needed from the intern. May be in bullet points.  Include any physical requirements, such as being able to lift certain weight; ability to sit or stand for long hours; ability to walk for a long time; reading level; proficiency in Microsoft Office (Word, Excel, Powerpoint, etc.) or similar Google; |
| **Working Conditions** | Include details of the working conditions such as outside, inside, office, restaurant, active construction site, at desk most of the day, working with children, etc. |
| ***NOTE:*** | This description is not intended to be construed as an exhaustive list of duties, responsibilities or requirements for the position. This position may change or assume additional duties at any time. The employee may be requested to perform different and additional duties as assigned. |