



187 Office Plaza Drive  
 Tallahassee, FL 32301  
 Tel (850) 878-6080  
 Fax (850) 878-6602  
 www.tallyredcross.org

**Welcome to the American Red Cross Internship Program**

<b>POSITION TITLE</b>
Community Outreach Educator

<b>DEPARTMENT</b>	<b>DEPARTMENT CONTACT</b>
Disaster Services	Katie Sherk

<b>DEPARTMENT ADDRESS</b>	<b>TELEPHONE AND FAX NUMBERS</b>
187 Office Plaza, Tallahassee FL 32301	Telephone: 850/878-6080 Fax: 850/878-6602

<b>DEPARTMENT CONTACT E-MAIL</b>
Katie.Sherk@tallyredcross.org

<b>MAJOR OBJECTIVES</b>
The purpose of Disaster Services department is to help the community prevent, prepare, and respond to disasters. A primary responsibility for the Disaster Services Department is to provide educational outreach to the community that we serve. As an intern, you will assist the Emergency Services Coordinator with coordinating and facilitating disaster educational activities for the youth in the community, such as the Fire Weather House and Masters of Disaster programs.

<b>MAJOR RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>- Assist with coordination and facilitating youth disaster educational programs</li> <li>- Coordinate and recruit volunteers educational and outreach programs</li> <li>- Aid in development of youth programs in the Chapter</li> <li>- Help plan and attend Community Development and Education meetings</li> </ul>

<b>QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>- Open to any major with an interest in disaster education</li> <li>- Reliability, detailed oriented, has a courteous and professional demeanor, computer skills, good people and communication skills, able to take direction and complete tasks without supervision.</li> <li>- Has reliable transportation</li> </ul>

**TIME AND PLACE**

Office Hours are Monday- Friday from 8:30am to 4:30pm. Hours may vary depending on the projects for the quarter and some weekend and evening hours may be expected. General work hours will occur at the Capital Area Chapter and/or at the event site.

**COMMITMENT.**

The minimum time commitment we expect for an intern to commit to are at least 3 months with at least 10 hours a week for an academic semester.

**AVAILABILITY**

Availability for this internship are Fall, Spring, and Summer

**BENEFITS TO THE INTERN**

Benefits of interning with us: You'll receive on the job training, learn new skills, networking and meeting new people, and a great referral for your resume.

**PLACEMENT OPPORTUNITIES**

How many interns can you accommodate in a particular semester?

\_\_\_2\_\_\_ Fall      \_\_\_2\_\_\_ Spring      \_\_\_2\_\_\_ Summer

**AVAILABILITY**

Check the available semesters for this internship position

\_\_\_\_\_ Fall Only    \_\_\_\_\_ Spring Only    \_\_\_\_\_ Summer Only    x Any Semester