



## Help Me Grow Utah

### Internship Description: Parent Support Intern

**Program Description:** Help Me Grow Utah (HMGU) is a free statewide family information line designed to promote the optimal development of young children by:

- linking families to information and community resources related to child development and parenting
- providing personalized care coordination
- and creating and facilitating partnerships within the community to improve the availability and quality of services for families.

**Position Description and Responsibilities:** The Parent Support Intern works with our team of Parent Support Specialists and have the opportunity to contact families to help them enroll, review developmental screenings with parents, and more. If you are interested in learning what types of resources are available throughout the state, this internship may be a great fit for you.

#### **Responsibilities Include:**

- Working with families via phone, email or text
- Interpreting and giving results of child development questionnaires to parents
- Researching community and informational resources to provide the family as applicable
- Attending meetings and outreach events as they are available
- Writing blog posts about child development topics of interest to you
- Other office tasks as necessary.

#### **Minimum Requirements:**

- Applicants should be currently enrolled in or have graduated from a Child Development, Public Health, Psychology or Behavioral Science, Family Studies, or similar program
- Exceptional organizational skills and attention to detail
- Strong communication skills, both verbal and written
- Ability to participate in collaborative teamwork among staff, interns and volunteers
- Willing to take initiatives on projects
- Self-starter with ability to work independently
- Proper telephone etiquette, including active listening and assessment skills

**Benefits and Compensation:** This is a volunteer internship position.

**Work Schedule:** Must commit to a minimum of 15 hours a week. Flexible scheduling available. Position based in Provo, UT. Start date is flexible.