



Child and Family  
Resource Council

# CHILD AND FAMILY RESOURCE COUNCIL

## Internship Program – Open Position: Kent County Healthy Start Program

*The Child and Family Resource Council* is a nonprofit organization located downtown Grand Rapids, Michigan in the Riverview Center. For more than seventeen years, the Council has worked to support families and *to shape a community that protects children from child abuse and neglect.*

### Internship Opportunity

The Council is fortunate to have dedicated interns and volunteers who donate their skills and time. An unpaid internship opportunity currently exists for a student wishing to gain practical experience in the areas of social work program management within **Kent County Healthy Start** (Healthy Start) program. **Healthy Start** is a unique primary prevention collaborative for first time parents in Kent County that is coordinated through the Council.

### Learning Objectives

The responsibility of the **Healthy Start** intern is to support the growth of the program through participation in development of community liaisons, resources, and training materials. **Healthy Start** interns gain experience in client contact through family support phone calls and hospital recruitment. Also, the internship may involve generating innovative ideas for supporting new parents, program marketing efforts, and co-facilitation of selected components of the **Healthy Start** Phone Call Volunteer training.

- Child development
- Supporting parents & families
- Program development/coordination/evaluation
- Volunteer recruitment/management
- Developing training materials
- Working and networking with community organizations
- Technology (internet, e-mail, phone, Access, MS Word, Power Point, etc)

### Requirements

- Early childhood development knowledge
- Strong organizational skills
- Strong verbal/written communication skills
- Networking skills
- Ability to work independently
- Technology skills
- Reliable transportation

Please submit a cover letter, resume and three references in one of the following ways:

**Mail to:**

**Healthy Start Internship Position**  
Child and Family Resource Council  
678 Front Avenue NW, Suite 210  
Grand Rapids, MI 49504

**Email to:**

[Lesliea@childresource.cc](mailto:Lesliea@childresource.cc)

**Fax to:**

616-454-2059

RE: **Healthy Start Internship Position**

If you have any questions, please contact Leslie Austin at 616-454-HOPE (4673) x125.