Agency Contact: Erik Grebner, Executive Director

How should students contact this agency? E-mail

How should students submit cover letters and resumes? E-mail

General Description of agency or business:
Homework Hangout Club, Inc. (HHC) is a community focused environment designed to excel in providing resources and facilitate partnerships for the sustainability of communities in Decatur, Illinois. Possessing a strong history of responsiveness, renewal and innovation, HHC uses a unique combination of community and individual investment programming; trades and education programs to accomplish its goals through providing responsive approaches to families, young adults and children’s futuristic issues.

MISSION STATEMENT: To provide today’s youth, young adults, and low-income families with training, opportunity, leadership, and discipline which will form an educational, social, and economic partnership through focused coordination of community resources.

Internship or Job Description

Communication and Public Relations Aide:

- Assist the Manager and other staff team to develop communications strategies that will broaden programmatic reach and deepen impact
- Help implement and refine "core" messages to ensure organizational consistency
- Help and assist media and Public Relations issues that can be leveraged to support work, and create and implement plans to exploit them
- Help and Assist for the organization's website
- Help and assist with community outreach initiatives inquiries

Basic student learning anticipated

The student(s) will learn communication and public relation concepts and technique strategies to assess the support of the organization mission. In this position, the student(s) will work and assist with marketing team.

Hours per week: 10-20

Number of weeks: 8-16

Position Available: Fall, Spring, Summer

Unpaid Updated: 11/7/2016

*If offering an unpaid internship you will have to review and sign our Unpaid Interns Employer Agreement Form, which states that you are adhering to the Fair Labor Standards Act guidelines.
Homework Hangout Club, Inc.
249 S. Webster St., Suite 211
Decatur, IL  62521
Phone number: (217) 872-2306   Fax number: (217) 872-2307
Email Address: homeworkhangout@comcast.net

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**Internship or Job Description**

**Computer Lab/IT Aide:**
- Assists and coordinates scheduling for students and teachers for the purpose of maintaining computer lab operations.
- Helps instruct students and teachers in computer lab technology and software applications (e.g. answers questions, keyboarding, Apple).
- Assists and works with specialized programs, etc. for the purpose of enhancing his/her understanding of lab operations and reinforcing academic concepts.
- Helps maintain computer hardware and software applications inventory for the purpose of ensuring availability of equipment and/or instructional material in computer lab.
- Assists and helps maintain computer lab (e.g., instructional materials, appropriate software, sets up materials for daily activities) for the purpose of ensuring availability of equipment and programs to enhance the instructional program.
- Monitors activities while in computer lab for the purpose of maintaining a safe environment conducive to learning.
- Performs routine and preventive maintenance of computer lab and classroom equipment (e.g. dusting, cleaning, virus scanning, creating/clearing Internet bookmarks, defragmenting, etc.) for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares documentation (e.g., reports, instructions, memoranda) for the purpose of providing written support and/or conveying information.
- Troubleshoots malfunctions, network issues, and other IT-related problems.

**Basic student learning anticipated**
The student will learn how to maintain the computer lab operations, ensuring that they run smoothly and providing technical support and advice to computer users.

**Hours per week:** 10-20

**Number of weeks:** 8-16

**Position Available:** Fall, Spring, Summer

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INTERNSHIP OR JOB DESCRIPTION

Human Services Orientation Aide:

- Serve to provide support to the orientation programming and as a resource person to incoming participants to meet the goals of the orientation program.
- Will provide logistical and operational support working collaboratively with individual program participants and designated staff to create holistic sessions ensuring successful program completion.
- Assist with the participant’s attendance and check in/out; and provide one-on-one general assistance to program participants in completing their autobiography, psychological self-evaluations and other required materials.
- Assemble program materials, and manage program document inventories.
- Offers input to staff regarding participant services and reporting of any issues.
- Maintain a positive attitude with program participants, staff and others.

Basic student learning anticipated

This student shall enhance and acquire skill sets on abilities to motivate self and others, developing a depth of understanding on the importance and the sharing for the responsibility in interacting efficiently and professionally with participants & staff. Given the orientation process, able to be flexible and conduct individual coaching sessions and provide group facilitation on specified topics. The student shall assist in the organizing of individual schedules, and monitor for compliance.

Hours per week: 10-20

Number of weeks: 8-16

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Internship or Job Description

The Marketing Leader Worker, under the supervision of the Information Technology Manager, will:

- Conduct marketing research to determine the most effective strategies to promote and assess programs developed in support of the organization’s mission.
- Assist in the development and implementation of the organization's strategic marketing and communication plan
- Will have some oversight of the communications and public relations aide, assuring effective articulation and implementation of the marketing plan.

Basic student learning anticipated

The student will learn marketing segmentation concepts, market research techniques, strategic marketing, and assessment. In this position, the student will develop enhanced written and verbal communication skills as well as supervisory skills.

Hours per week: 10-20

Number of weeks: 8-16

Position Available: Fall, Spring, Summer

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Internship or Job Description
Management Information Systems (MIS) Aide:
- Collect participant data and outcomes for federal and state programs operated by HHC.
- Analyze data and compile into outcome reports
- Report data to Executive Director and department managers
- Implement and collect surveys of and compile follow-up data on HHC alumni
- Administrative duties
- Will be managed directly by the HHC Office Manager and will work closely with Executive Director.

Basic student learning anticipated
The MIS Aide will learn firsthand about the deliverables expected of non-profits operating state and federal grant programs as well as how such programs collect and compile data to monitor, audit, evaluate, and amend/design programming, both internally and as a part of external monitoring by state and federal agencies. The MIS Aide will practice and develop skills utilizing MS Office, Adobe Acrobat, and cloud-based applications to disseminate results to HHC managers and executives.

Hours per week:  10-20
Number of weeks:  8-16
Position Available:  Fall, Spring, Summer

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INTERNSHIP OR JOB DESCRIPTION
The Teaching Aide position requires effective public speaking skills, organizational and time management skills. Competency in language arts, basic to intermediate math: including algebra and geometry are highly desired.

Under the supervision of the Academic Manager, the duties of the Teaching Aide include:

- Tutors youth and adults enrolled in GED prep and academic refresher courses.
- Provides one-on-one review of classroom assignments,
- Prepares worksheets and grades completed assignments,
- Participates in academic assessment meetings to provide insight into students' progress
- Performs other related duties as assigned

Basic student learning anticipated
Students will gain practical skills in effective public speaking, small group and one-on-one instruction, best practices teaching methods for adults, retention strategies and assessment methods.

Hours per week: 10-20
Number of weeks: 8-16
Position Available: Fall, Spring, Summer

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