



JOB DESCRIPTION

JOB TITLE: Project Coordinator Intern

DEPARTMENT: Childcare

**SHIFT: Dayshift, 8:00 am to 1:00 pm
and 3:00 p.m. to 7:00 p.m.**

SUPERVISOR: Resident Director

PRIMARY OBJECTIVE

As a member of the Amani Baby Cottage team, the Project Coordinator Intern is responsible for the upkeep, organization, and refreshing of the buildings and the children's belongings. This position will greet teams, give tours, and lead teams on projects that we are working on at Amani Baby Cottage.

REQUIRED RESPONSIBILITIES

The following are the essential job functions of this position:

- **Routine/Independent Tasks:**
 - Keeping a list of areas at Amani that need upkeep, such as: maintaining organization for the mamas in the cottages, cleaning areas of Amani that have collected toys or items that need to be sorted out, and organizing our maintenance staff with upkeep projects.
 - Each day, you will utilize your time working through the list of needed areas independently, unless a short-term volunteer team has come to work.
 - Monthly, you will organize the children's bucket of clothing making sure that they all have shorts, shirts, underwear, pajamas, bathing suit, shoes, and outing clothes that fit and are not torn up.
 - You will organize the store room that we keep all of the donations in and utilize your time to refill any low stock in the cottages and nursery.
 - You will be expected to communicate with both Supervisors and other Administrative Staff, in order to reprioritize the projects list.
 - In the event that groups wish to tour Amani Baby Cottage, you will greet visitors and show them around the facility.
 - An adequate working knowledge of Amani Baby Cottage's founding history, child placement history, and current child population is necessary to be able to answer visitor questions.
- **Leadership Tasks:**
 - Every Saturday afternoon, you will lead the other interns in working on a larger project at Amani Baby Cottage.
 - When teams come, you will coordinate and lead larger projects including varnishing the playground, painting, decorating, building plans, landscaping, etc.
- **Be punctual in arrival and follow break schedule:**
 - Arrival time is 8:00 a.m. in the office for a daily brief with the Resident Director, Home Warden, Lead Supervisor.
 - 1:00 p.m. lunch (2 hours)
- **Other assignments and/or special projects, as assigned by Director or Supervisor**

Amani Baby Cottage is dedicated to the care of our children.

Join us and see what it really means to be part of

“a place of peace.”

REQUIRED ABILITIES

The following are characteristics that will help the person hired to this position be more likely to succeed:

- Be a team player! Humble, Hungry, and Smart!
- Be someone who promotes unity, honesty, and accountability
- Ability to work unsupervised
- Must have focus and be self-motivated
- This position is expected to be task-oriented and thus the person filling it should be able to keep a neat/detailed planner or “to-do” list
- Ability to display interpersonal communication skills with staff and visitors
- Ability to meet the physical demands of the position:
 - Standing for long periods
 - Stooping
 - Kneeling

**Amani Baby Cottage is dedicated to the care of our children.
Join us and see what it really means to be part of
“a place of peace.”**