



Project SEARCH Business Internship

Would your business like to hire a Project SEARCH intern?

- ❖ You can try out the intern for 9 weeks (April 5 - June 4, 2021) as an unpaid intern at your company.
- ❖ Open to any business in Coeur d'Alene, Hayden, or Post Falls interested in hiring an intern after the internship.
- ❖ Our interns are typically looking for part-time employment (16-30 hours per week) after completing Project SEARCH.

What you will get:

- ❖ A young adult eager and ready to work and learn about your company
- ❖ The intern will work 15-20 hours per week unpaid (during the internship)
- ❖ An intern that will have job coaching services and other supports while learning the job

How works:

- 1) Let Project SEARCH know your business is interested by March 4, 2021.
- 2) Job Shadowing: 1-3 interns will job shadow (on-the-job interview) to learn about the job and the company in late February to early March 2021. The company will then pick their top choice.
- 3) The company will assign a primary contact person for the intern to report to daily.
- 4) The student intern will work unpaid 4-5 hours per day starting April 5, 2021. Hours can be flexible. Ideally the hours would be Monday-Friday with a start time around 9AM and finish time around 1:30PM including a 30 minute lunch break.
- 5) The intern could have job coaching support 1-2 hours per day at the start of the internship and be weaned to 30 minutes or less a day over the 8 week rotation, depending on the intern's needs. The internship ends on June 4, 2021.
- 6) The student intern can be hired at any time during this internship.

Jobs our interns are interested in doing:

- ❖ Office: filing, copying, data entry, receptionist
- ❖ Manufacturing/Production: assemble items, work on a production line
- ❖ Customer Service: greeting customers, showing people to the right place, helping customers find items
- ❖ Inventory Stocking: putting items and supplies on shelves, building floor models
- ❖ Information Technology: doing repetitive services to computers and other devices
- ❖ Janitorial/Housekeeping/Grounds: clean restrooms, floors, gather trash/recycling, and more
- ❖ Childcare Work: supervise kids inside and outside, clean up and set up meals
- ❖ Bookstore or Library: stock the books, help customers, keep the store/library clean
- ❖ Hospital/Doctor Office: sterilization of medical instruments, cleaning, office work
- ❖ Any other employment options will be considered

Interns can be trained by the job coach to:

- ❖ Run office machines, cash registers and computers
- ❖ Use heavy duty machines for cleaning or stocking
- ❖ Lift heavy items properly
- ❖ Complete tasks required for the job
- ❖ Telephone skills
- ❖ Data entry
- ❖ And much, much more!

For more information please contact:

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