



The David L. Hoyt Education Foundation Summer 2019 Internships.

The David L. Hoyt Education Foundation was formed to provide, support, and encourage play-based and collaborative learning. We recognize the need to encourage and foster education, community, and responsible citizenship. We create accessible experiences and related curricula that engage learners with fun and interactive games and puzzles. The foundation values teamwork, fun, innovation, critical thinking, leadership, empathy, creativity, and literacy. David L. Hoyt, the co-founder of the DLHEF, is also the world's most syndicated puzzle creator and inventor of two amazing large format games, GIANT Word Winder and GIANT Math Winder (giantwordwinder.com), which are a big part of the programming provided by the Foundation.

The David L. Hoyt Education Foundation internship program offers exciting opportunities for students and young professionals to gain professional experience working side-by-side with foundation staff and board members. Interns will be actively involved in the operations of the Foundation. Interns will receive tasks and challenges that will provide direct support to our day-to-day activities. DLH Foundation staff and board members serve as mentors to each intern and ensure they have every chance for professional growth. Our goal is to give interns a comprehensive experience in education based non-profit management to provide the skills necessary to be a viable candidate in their field.

Items of note: Exact schedules are to be determined by the specific internship program. Exact dates are flexible and arranged to correspond with the intern's college schedules. Housing is not provided. College credit may be available through the intern's university or college. Otherwise, the intern will receive a nominal stipend. The DLH Foundation accepts intern applications on an open basis throughout the year.

Human Resource Intern Job Description

The position of Human Resource Intern will be mentored by the DLH Education Foundation staff and board. The Human Resource Intern will work from the Foundation's office in Northcenter and be given projects they can work on remotely.

In addition to reviewing and making recommendations to our Volunteer Handbook and Independent Contractor Agreements, the Human resources Intern will also develop a protocol for handling sexual assault and abuse, formal incident procedures and protocol, and procedures to verify personnel auto insurance. Lastly, the Human Resources Intern will work closely with our board of directors to create a personnel handbook and may be asked to complete general office tasks; and other related duties as assigned.

Interns will have a flexible schedule but will be expected to complete 10-15 hours of work per week.

Candidates must have strong computer skills, including the Microsoft Office Suite (Excel skills a must); excellent writing skills; the ability to work independently and on a team. Knowledge of current statutes and laws a must.