

POSITION DESCRIPTION

Duration: 2026-2027 School Year (Semester 1 and/or Semester 2)
Job Title: Heppner Daycare and Preschool Intern
Supervisor: Heppner Day Care, Inc. Director
Regular Hours: 5-15 hours a week
Schedule: Flexible schedule Monday-Friday 8:00 a.m. – 5:00 p.m.

Overall purpose and objective of this position:

The purpose of this internship is to introduce the student to current operations of all aspects of the daycare and preschool. The student will be working under the center's director, along with the preschool teacher, and other coworkers to teach, care for and offer positive early learning experiences to children at Heppner Day Care, Inc.

During the internship the student will be assisting with a wide range of duties including, but not limited to: supervision of preschoolers and school aged children, preparing classroom and centers for learning and play, food preparation, and building positive relationships with children and their parents. Must be CPR certified and obtain a food handler's card. Heppner Daycare can help the intern obtain required certifications.

Scope of Work:

Childcare

- Assist with care, supervision and instruction of children at the center.
- Assist center director on daily operations
- Meal preparation
- Light cleaning
- Assist preschool teacher and teacher assistants in instruction of preschool classes

Preferred Skills

- Childcare experience
- Strong verbal skills, and customer service skills
- Outgoing and willing to work with people of all ages
- Strong attendance and work ethic background

Application Process

Application portal opens March 2nd, 2026, and application materials are required no later than April 3rd, 2026.

- High School Intern Application
- Resume
- Cover Letter