Centre College/Centro Latino  
Danville, Kentucky

**Mission Statement:** Centro Latino’s mission is to build quality relationships between Spanish speakers and the general community in education, health-care, and Social Justice.

**Internship Title:** Centre College/Centro Latino Intern

**On-site Supervisor/Co-educator:**
Name: Chris Claunch  
Title: Centro Latino Chairperson  
Email: centrolatinodedanvilleky@gmail.com or chris.claunch@mercer.kyschools.us  
Telephone: 859-613-8314  
Mailing Address: 121 Toombs Ct., Danville, Ky. 40422  
Physical Address (if different): same

**Additional Contact:**
Centre College Shepherd Representative
Rick Axtell  
Richard axtell@centre.edu  
Mindy Wilson  
mindy.wilson@centre.edu

Genny Ballard  
Spanish Professor  
Genny.ballard@centre.edu  
Maria Galvan  
Spanish Professor  
maria.galvan@centre.edu

**Duties/Project Description:**
Coordinate and plan summer camp for ESL students (K-12)  
Communicates with families in English or Spanish through home visits and via telephone  
Transport children to and from camp as needed  
Collaborates with Adult Education to provide ESL classes for Adults  
Prepares, plans, and implements early childhood programing for 3 and 4 year old Latino students  
Coordinates immigration information nights for Latino families  
Coordinates health information nights for Latino families  
Reviews, and revises policies and procedure for non-profits  
Prepares and presents grant proposals  
Generates, documents and presents measurable Outcomes for all programs

**Qualifications:**
Spanish speaking, compassionate, likes to work with children, empathetic

**Orientation Plan:**
Centre College representative attends the Shepherd Program Opening Ceremony and escorts interns back to campus

**Supervision/Mentor Schedule:** 8:00 a.m.-5:00 p.m. (as needed)

REV: July 2014
Non-English language requirement
Spanish speaker

Working Conditions:
Office space, computer, Centre College van, casual wear and some professional wear, home visits.

Preparation:
Research working with English Language Learners and technology used
Research DACA Deferred Action for Early Childhood Arrivals
Research ACA Affordable Care Act qualifications and requirements for Kentucky
Research current immigration reform

Is the organizational accessible via public transportation? No

Does the internship require use of personal vehicle? Yes at least one intern should bring a vehicle