A. BRIEF OVERVIEW OF AGENCY SETTING

Child Care Resources’ mission is to help kids grow into successful adults by enriching the learning environment of their crucial early years. To achieve this mission, CCR offers the following services:

1) child care scholarships for families with low income so they can work and attend school;
2) training for the early childhood workforce including classroom training, distance learning, conferences and onsite training;
3) meal reimbursements to child care homes that meet the USDA nutrition and food sanitation standards;
4) health consultation for child care programs; and
5) community education and advocacy regarding the importance of early childhood care and education.

B. DESCRIPTION OF CLIENT GROUP

1. Families with young children
2. Early childhood professionals - child care center directors, child care teachers and assistant teachers, head start teachers, pre-school teachers

C. LEARNING OPPORTUNITIES

Practicum students could focus on development/fundraising. There is also an opportunity to engage in advocacy, during legislative years.

Development/Fundraising

CCR employs a full-time development director who will supervise and support this practicum opportunity.

- Assist with fundraising events – secure venue, equipment, refreshments, etc. Solicit auction items; secure 2-3 items.
- Provide staff support at fundraising events which includes an evening/week-end event.
- Assist with the development of fundraising materials such as invitations, informational materials, accompany photographer to child care sites, and obtain children’s art work for inclusion in fundraising pieces.
- Assist with annual appeal letter.
- Assist with grant writing including researching prospects, writing summaries of ideas, assist with proposal preparation including securing/organizing necessary attachments.
- Learn and use donor management software. Enter and update donor records.

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• Secure attendance of guests at CCR’s informational free luncheons – 12-20 guests throughout the practicum placement. These events are relationship building, not fundraising.
• Thank donors by phone and letter.
• Set up presentations at service clubs and social service agencies. Present basic program information.
• Assist with development website maintenance and related social media.

Provide staff support to provider mini-grant process – scan and upload applications to the web portal, schedule committee meetings, take minutes and maintain records of committee decisions. Participate as part of mini-grant review team.

Legislative Advocacy and Community Outreach
This opportunity is available during legislative years. During non-legislative years, it is possible to participate in limited advocacy efforts in addition to the development priority area.
• Provide support to the Montana Advocates for Children, a coalition of statewide membership groups that develops and pursues a legislative agenda. The group meets by conference call in the early evening.
• Maintain contact information for statewide advocates.
• Develop advocacy support information such as summarized legislative agenda, state and county child care information profiles.
• Maintain website advocacy information – update as necessary
• Initiate calls to action at state and federal level via email, telephone and web tools. Prioritize mobilizing advocates in key districts for calls, emails, letters and testimony.
• Attend legislative hearings/testify if appropriate.
• Prepare letters to the editor and facilitate development of same for statewide publication.
• Review proposed administrative rule changes, communicate with advocates about their significant, and submit written testimony.
• Assist with social media efforts by researching/sharing possible posts.
• Research and write brief articles on key subjects for monthly online provider newsletter.
• Provide staff support to provider mini-grant process – scan and upload applications to the web portal, schedule committee meetings, take minutes and maintain records of committee decisions. Participate as part of mini-grant review team.

D. EXPECTATIONS OF STUDENTS
We are looking for practicum student interns to stay with us for two semesters. Students must set and maintain a schedule that includes a minimum of 3 days per week in blocks of at least 3 hours. Evening and week-end work may be required. Much of the work is time sensitive; deadlines must be met. Working from home is not generally permitted; students must be regularly in the office to receive the support of experienced team members. MS Office computer skills required.

CCR will accept practicum applications in the spring, conduct interviews and check references. Applicants should submit a resume, letter explaining the priority area of interest, and 3 references. CCR will coordinate with UM to establish application timeline each year.