

**Anderson Valley Education Foundation  
Volunteer Internship Description 2011**

**Position/Project Title: Web Site Technician**

**This is offered as a 40 hour internship.**

**Supervisor/Sponsor:** Molly Johnson, director  
**The Threads of Life - Los Hilos de la Vida**

**Location of Internship:** Family Learning Center at the Elementary School

**Dates & hours:** Fridays from 8am to 6:00pm while the elementary school is open for summer school – June 27<sup>th</sup> to July 22<sup>nd</sup>. The worker must be flexible. (It might also be possible to add another day to make the other workdays shorter.)

**Activities and Tasks:** Input pictures and text into our already existing Web site under the direction of Molly Johnson. There will also be light secretarial work with the computer, possible expediting book orders for mailing.

**Desirable Qualities and Skills:** Must be a self-starter, must know how computer web sites are constructed and can work with them, even though we will not expect the intern to construct the site for us. We have an existing website that needs additional information.