



Human Resources Internship

Just for Kids, a not-for-profit leader in the childcare field, has internship opportunities at our main office in Williamsville, NY. We manage year-round programs for local School Districts and select private schools, serving almost 1,000 local students and employing over 150 staff. Our internship program offers hands-on experience in a dynamic and rewarding environment, providing valuable opportunities to contribute to the coordination and success of our before and after-school programs. TripleTrack HR Partner, the sister company to Just for Kids, provides outsourced human resource consulting and services to local small and mid-sized businesses.

Human Resource interns work hands-on with the Just for Kids and TripleTrack HR team, assisting in recruitment efforts, onboarding processes, and employee retention. Recruitment efforts vary from sourcing candidates, messaging candidates to schedule interviews, creating interview folders, observing interviews, and helping with Open Interviews/Job Fair events. The onboarding process involves any efforts to get staff started after an offer is accepted. This includes reviewing references, creating employee files, and additional steps needed to get an employee on site. Working with both our Recruiter and Onboarding and Compliance Specialist, you get to see the full cycle of bringing staff onboard to Just for Kids.

Internships are available for fall, spring, and summer semesters. Hours are flexible to suit the needs of a college student and average 10-15 hours per week or per your college's requirements for course credit. Internship hours take place during our office hours M-F 9:00am-5:00pm. Just for Kids will provide any documentation needed per college requirements for course credit.

Requirements:

- Currently a college Junior or Senior majoring in Human Resources or Business field
- General knowledge of Human Resources practices and disciplines either through school or other internships
- Preference given to students majoring in a related field

Expectations:

- Strong communication skills (written and verbal), strong organizational skills and reliable
- Able to work well independently and as part of a team
- Able to follow directions, contribute openly, and have a flexible, proactive can-do attitude
- Ability to work proficiently with Microsoft Office Suite

Please email your resume with a statement of interest to: HR@justforkidsonline.org

Just for Kids School Age Programs
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