



### **How do I apply?**

- **You can apply online!!**
- **Visit our website @poncahousing.org.**
- **Click on the INFORMATION tab.**
- **A drop-down box will appear. Click on EMPLOYMENT.**
- **The open positions will be listed under the EXTERNAL Job Postings.**

### **Open Positions include:**

- **Construction & Maintenance Technician (Omaha)**
- **Construction & Maintenance Laborer (Norfolk)**
- **Project Management Assistant (Norfolk)**

For more information or questions regarding any of our open positions, contact:

Justine Knapp at **402-379-8224** or  
email ***justine@poncahousing.org***

**How can I protect myself and loved ones from coronavirus disease 2019? Here are 10 actions for everyone to be taking now to slow the spread of COVID-19:**

1. **Stay 6 feet away from others.**
2. **Stay at home and only grocery shop once per week alone.**
3. **Wear a cloth face covering in public (grocery stores, pharmacies etc.) when you can't stay 6 feet away from others.**
4. **Work from home.**
5. **Hold conference calls or virtual meetings instead of in person.**
6. **Stay home if you or someone in your house has a sudden onset of cough or shortness of breath or a fever.**
7. **Wash hands often with soap and water. If soap and water aren't available, use an alcohol-based sanitizer.**
8. **Wash hands right before you eat.**
9. **Cover your nose and mouth with a tissue when you cough or sneeze, then throw the tissue in the trash.**
10. **Clean and disinfect frequently touched objects and surfaces, especially counters, handles, door-knobs, tabletops, remotes and keyboards.**

Creating a summer schedule might sound like extra work, but it's actually a simple way to pack more fun into each day! Below is an example of what your day could look like. Try it a couple days and change it up if you feel you need more or less time for an activity.



# DAILY SUMMER Schedule

<b>WAKE UP</b>	Wake up and make bed
<b>8:30 AM</b>	Breakfast
<b>9:00 AM</b>	Brush teeth, get dressed, hair brushed
<b>10:00 AM</b>	OUTSIDE PLAY
<b>11:00 AM</b>	Snacks
<b>11:30 AM</b>	Tidy and chores
<b>12:00 PM</b>	LUNCH
<b>12:45 PM</b>	PLAY
<b>1:30 PM</b>	Nap/quiet time
<b>2:30 PM</b>	Craft, activity or learning sheets
<b>3:45 PM</b>	Snacks
<b>4:00 PM</b>	Free time
<b>5:00 PM</b>	Clean up
<b>5:30 PM</b>	TV time
<b>6:00 PM</b>	Dinner
<b>6:30 PM</b>	Family Fun (walk, game, etc)
<b>7:00 PM</b>	Baths, PJ's, brush teeth, bed time story, bed!

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## Chores By Age

2-3 Years Old	4-5 Years Old
<input type="checkbox"/> Make bed <input type="checkbox"/> Take clothes to laundry room <input type="checkbox"/> Put away laundry <input type="checkbox"/> Pick up toys <input type="checkbox"/> Dust furniture <input type="checkbox"/> Feed pets <input type="checkbox"/> Put clothes in dryer <input type="checkbox"/> Match socks <input type="checkbox"/> Clear place after meals	<input type="checkbox"/> Set the table <input type="checkbox"/> Clear the table <input type="checkbox"/> Help cook dinner <input type="checkbox"/> Carry and put away groceries <input type="checkbox"/> Water plants <input type="checkbox"/> Take sheets off bed <input type="checkbox"/> Sort laundry <input type="checkbox"/> Pull weeds <input type="checkbox"/> Make a small snack <input type="checkbox"/> Fold towels
6-9 Years Old	10-15 Years Old
<input type="checkbox"/> Vacuum <input type="checkbox"/> Fold laundry <input type="checkbox"/> Put away laundry <input type="checkbox"/> Sweep the floor <input type="checkbox"/> Clean counters <input type="checkbox"/> Empty dishwasher <input type="checkbox"/> Help cook (wash produce, find ingredients, simple cutting) <input type="checkbox"/> Get mail <input type="checkbox"/> Rake Leaves	<input type="checkbox"/> Do laundry <input type="checkbox"/> Mow the lawn <input type="checkbox"/> Wash the car <input type="checkbox"/> Cook a meal <input type="checkbox"/> Wash dishes <input type="checkbox"/> Clean the bathroom <input type="checkbox"/> Take out trash <input type="checkbox"/> Mop the floor <input type="checkbox"/> Supervise younger siblings <input type="checkbox"/> Load Dishwasher

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Assigning children regular chores helps teach them responsibility. Tasks that personally affect your kids, such as cleaning their room or doing their own laundry, can help them become more self-sufficient at the same time.