



inclusion center
for community and justice

2016-17 Lead Intern Application

Overview

The Inclusion Center's internship program is a unique way to advance the way high school teens can practice inclusive leadership! Interns have gone onto many different avenues of social justice via the internship including health care, after school programs, mental health providers, teachers, managers, executives, clergy, and more. It is designed to give motivated, passionate young leaders the opportunity to make change in their school and community. The Internship allows youth to work closely with a small non-profit, and participate in office administration, volunteer coordination, event planning while learning about budgets, grant writing and much more. Interns become confident leaders, learning facilitations skills, receive mentorship from positive role models, and gain knowledge and experience from community networking opportunities as they work closely with ICCJ office staff and board of directors.

The Lead Intern is paid two \$1,000 stipends on December 1st, 2016 and June 1st, 2016 and plays a vital role in developing and mentoring our Interns. This role includes additional roles, responsibilities and expectations as highlighted in [blue](#) below.

Lead Internship Responsibilities

If you cannot commit to all of the following responsibilities, for the timeline indicated, this lead intern position is not for you.

1) As a lead intern at the Inclusion Center, **you will visit the office twice a week = 6-8 hours a week**. From helping with projects, performing office tasks such as answering phones and taking messages, to running errands, to making copies, and other tasks. No matter how small or how large the task, Inclusion Center relies and trusts its Interns in complete confidentiality. This weekly visit gives us a chance to get to know you and work with you on your own projects/ tasks. [If you are in the office with other interns you also play a leadership role in mentoring/training interns in volunteer duties \(phones, Inclusion Center office culture/professionalism, emails, etc.\)](#)

- 2) **Interns will attend 1-2 monthly meetings together.** These meetings give you a chance to problem share/solve with other interns and hear how things are going in tasks each month. We will also schedule info sessions, events, outings, and discuss current projects. **The lead intern will be responsible for coordinating and scheduling monthly intern meetings.**
- 3) Interns will each **host one Community Circle** during the school year. These sessions will occur once a month, with the theme decided by the organizer. Interns are responsible for publicizing the event, organizing speakers/ information or AV and for hosting the event. Months will be decided during the first Intern meeting. Alternatively, an Intern may propose a long-term project such as a fundraiser, or capacity building task for the office. **The lead intern oversees all community circles, will attend each of them, and helps each intern come up with their topic, strategy, social media campaign and curriculum.**
- 4) Attending one community service outing with all interns during the school year. **The lead intern will work with the ICCJ Program Director in coordinating the service outing and get input from the Intern team.**
- 5) Interns are expected to **recruit** youth in their school/community to attend Inclusion Center camps and programs. **The lead intern will encourage and help communicate these expectations.**
- 6) **Interns are required to attend at least one Inclusion Center workshop as a volunteer facilitator.** In some cases this may require missing school, but the Inclusion Center will make as many workshops available as possible on the weekends and after school. **Likewise, the lead intern is also expected to attend one or more Inclusion Center workshops.**
- 7) Interns are expected to report concerns to the Lead Interns or the ICCJ program director **only if the lead intern is not available.** **The lead intern will meet with the Program Director at least once a week to report and update how the interns are doing, conflicts, future plans, developments, etc.** This is not to say that the lead intern is incapable of running the intern program all together, however, it is important for directors to be informed of different aspects that are occurring during the program. **The relationship between the lead intern and the program director is vital to the success of the Intern program as a whole.**

Other Lead Intern Responsibilities:

- Every year, Inclusion Center Interns are invited to represent their work and efforts at our community events. This includes the Week of "FUNdraising", Thanksgiving Interfaith Service (November) and the Annual Humanitarian Awards Dinner (March). At these events, interns are asked to volunteer with event coordination, but also to

participate in the celebrations and social time. **The lead intern will be responsible for helping organize the interns via event coordinators.**

- Throughout the year, our partner organizations will also invite us to fundraisers/events that we would love to have you attend. Whether or not that is having you come with us to a fancy fundraiser, or go volunteer at an event that we were asked to be apart of. **The lead intern will be responsible for attending and organizing interns to 'table' at conferences, with a maximum of 3 per year.**
- Email is quickly being outdated by text and phone calls, however, it is easiest for the staff at the Inclusion Center to reach as many people as possible in as little time as possible via email. The space where our office is located, restricts all cell phone service, and only let's us connect to wi-fi. While we will do our very best to reach every intern, we ask that interns check their email at least once a day to stay on top of current opportunities, scholarships, upcoming events and notices. **The lead intern is expected to have high communication skills, with quick responses to communication.**
- We strongly encourage interns to organize social events with each other's groups and clubs. This provides a stronger network for youth to collaborate on their programs, as well as a more diverse experience as an intern. **The lead intern may periodically attend these to support the events organized by Inclusion Center interns.**



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Our Mission

Founded in 1927, we are a human relations organization dedicated to eliminating prejudice, bigotry and discrimination. The Inclusion Center develops inclusive solutions to promote respect for all people through conflict resolution, education, advocacy, and empowerment.



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www.inclusioncenter.org

Please submit this one page to the Program Director

Contact Information

Printed Name Phone Number

Email Parent/Guardian Name

Parent/Guardian Phone # Parent/Guardian Email

High School Grade List of Camps Attended

Please list any other extracurricular activities you are involved in and the days you will meet.

I hereby agree that I can commit to following the Inclusion Centers Internship Program responsibilities that are expected of me. By signing my name, I understand that if something is to come up where I can no longer commit to any of the expected responsibilities that this internship has, I will contact the Program Director as soon as possible. I'm aware that failure to not meet the expectations of this internship, may require the Inclusion Center to find another co-intern and/or replace me to ensure the objectives of the program are met.

Signature

Date

