



inclusion center
for community and justice

2016-17 Intern Application

Overview

The Inclusion Center's internship program is a unique way to advance the way high school teens can practice inclusive leadership! We have had many interns go onto many different avenues of social justice including Social Work, after school programs, teachers, managers, CEO's, etc. Our Internship Program is not for haters, slackers, or bullies. It is designed to give motivated, passionate young activists the opportunity to make change in their school and community. The Internship allows youth to see the inner workings of a small non-profit, and participate in office administration, volunteer coordination, and event planning. The Interns also gain leadership skills as they build an action group in their school and motivate their peers to join them in creating an inclusive community.

Responsibilities

If you cannot commit to all of the following responsibilities, for the timeline indicated, this position may not be for you.

1) As a lead intern at the Inclusion Center, **you will visit the office once or twice a week = 3-4 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.

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.

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.

4) Attending one community service outing with all interns during the school year.

5) Interns are expected to **recruit** youth in their school/community to attend Inclusion Center camps and programs.

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.

7) Interns are expected to report concerns to the Lead Interns or the ICCJ program director only if the lead intern is not available.

Other 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.
- 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.
- 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.

- 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.



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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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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

