

2012 SULLIVAN RENAISSANCE
YOUTH DEVELOPMENT AND INTERNSHIP PROGRAM
INSTRUCTIONS & INFORMATION FOR GROUPS

About the Internship Program

Sullivan Renaissance again offers the **Change is a Relay Youth Development and Internship Program**, administered in partnership with the Sullivan County Center for Workforce Development (CWD). This program consists of two parts:

- The **Gardening Assistance** component provides funding for youth interns (minimum age 16 at time of application) to perform gardening and other support to one or more community projects. Interns are paid \$10/hr for **up to 200 hours** between **May 16, 2012 and August 31, 2012** to perform these tasks.
- The **Youth Development** component is a **requirement** of the program and provides the opportunity for interns to participate in leadership and civic engagement. Interns are paid \$10/hour for **an additional 25 hours** of participation in the program. The schedule of sessions will be available at the time of intern interviews.

Projects in the Beautification Grant Program, Maintenance Support Program and Community Development Grant Program are eligible to apply for assistance from this pool of gardening interns. However, because the pool is limited, not all communities will receive their own intern and in some cases there may be opportunities for interns to be shared among a number of communities. **These determinations will be made based on the needs of individual projects AND a group's ability to provide supervision.**

Groups requesting an intern must identify a **supervisor** who will complete the attached general information sheet explaining the interns' job responsibilities and the estimated amount of time needed. A more detailed work plan listing assignments and actual schedule must be provided at the orientation session on May 16, 2012. If your community has an **interested** and **eligible** intern candidate, that candidate must complete a separate application. **Intern applications and requests are due no later than April 7, 2012.** If a candidate has not been identified, but support is still needed, please note this on your application.

Intern Eligibility and Responsibilities

Eligible interns **must** be between the ages of 16-20 years old. Interns under the age of 18 are required to have working papers. Eligible interns must commit to attending the required youth development sessions. The schedule will be made available at the time of interviews which will be held on **April 12, 2012** unless other arrangements are made. **Preference will be given to applicants for whom this will be their only summer job.**

All selected interns are required to participate in a mandatory orientation which will be held on **May 16, 2012.** They must bring their working papers, social security card and photo ID to this session.

The primary role of a Sullivan Renaissance intern will be to help with care and maintenance of flowers, gardens and other landscaping elements of community projects. To accomplish this, interns will be asked to assist with planting, watering, mulching, fertilizing, weeding, dead-heading of plants, and related activities. Interns working with projects in the Community Development Program may also assist with administrative or organizational responsibilities such as clerical support, phone calls or fundraising activities.

Interns will report to a supervisor (identified by the community) for assigned tasks and direction. Interns may also be offered an opportunity to work with other projects as time and schedules allow.

Supervisor Responsibilities

All supervisors must attend an orientation which will be held on **May 16, 2012.** This is required for participation and is critical for the success of the intern's experience.

Supervisors must work with the intern to establish a regular schedule and ensure that they understand the tasks to be completed. Supervisors are responsible for signing and submitting weekly payroll sheets to the Sullivan Renaissance office by **noon on Fridays**, either in person or via fax. Communities should arrange a location to store tools and other supplies and be sure the intern has access to them.

2012 SULLIVAN RENAISSANCE
REQUEST FOR COMMUNITY INTERN SUPPORT

? Community: _____ Project Title: _____

Supervisor Information: *This form should be completed by the person who will be providing direct supervision of the intern working in your community. Important! The orientation scheduled for May 16, 2012 is mandatory. Failure to attend may result in loss of the internship opportunity for your project.*

Supervisor Name: _____ Day Phone: _____

Eve Phone: _____ Cell Phone: _____

E-mail address: _____

Intern Information:

Do you know of a potential intern candidate to participate in this program? Yes No

If yes, what is his/her name? _____

Please have the candidate complete a separate application and send it directly to Sullivan Renaissance.

If no, would you like a referral from Sullivan Renaissance? Yes No

How many hours per week would you like assistance from a Sullivan Renaissance Intern? _____

Note: When appropriate interns may be shared among different communities.

Explain what the intern will do and how he/she will be supervised.

WORK PLAN AND SCHEDULE

Please fill out the following table explaining in more detail what the intern will do and how frequently tasks need to be done. This will be the basis for a work schedule for the season. A more detailed work plan listing assignments and actual schedule must be provided at the orientation session on May 16, 2012.

TASKS <i>List the major tasks that your intern will be asked to perform.</i>	FREQUENCY / TIME REQUIRED <i>Indicate when these tasks need to be done or how frequently.</i>

I understand and agree to the requirements of the Sullivan Renaissance Internship Program.

? _____
Signature

Date

