

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

About the Internship Program

We are excited that you are interested in being part of Sullivan Renaissance's **Change is a Relay Youth Development and Internship Program** and hope that you will find it to be a fun, educational and rewarding work opportunity. This program is administered in partnership with the Sullivan County Center for Workforce Development (CWD) and 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 and August 31** 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** of participation in the program. A schedule of sessions and their topics will be available at the time of intern interviews on **April 12, 2012**.

If you are interested in applying for a 2012 Internship, please complete the attached application and return it to Sullivan Renaissance no later than April 6, 2012. Preference will be given to applicants for whom this will be their only summer job.

Intern Eligibility and Responsibilities

To be eligible you must be between the ages of 16 – 20 years old. **If you are under the age of 18 you are required to have working papers.** A mandatory orientation will be held on **May 16, 2012** at the CVI Building in Ferndale. You must attend in order to be enrolled in the program. **You will need your working papers, social security card and photo ID at the time of orientation.**

As an Intern, your primary role will be to help with the care of Sullivan Renaissance projects including flowers, gardens and other landscaping elements. To accomplish this, you will be asked to assist with planting, watering, mulching, weeding, dead-heading of plants and related activities. **In some cases you may have the opportunity to work in more than one community.** This will depend on needs of the projects, experience of interns and ability to travel to other locations. You may also have the opportunity to assist with administrative or organizational tasks such as providing clerical support, making phone calls, or helping with fundraising activities.

To help you succeed in this program you will have a supervisor who will assign tasks, answer questions and submit your hours so that you can be paid. Staff at the Sullivan Renaissance office will also be available to help you.

About the Leadership and Youth Development Component

The **Change is a Relay** Leadership and Youth Development Program will bring interns together for discussion of a variety of topics including: understanding government, the history and future of Sullivan County, environmental issues, agriculture, tourism, and career exploration. Professionals and adult leaders from throughout the community will present these topics and answer your questions. This is a unique opportunity to be part of an academy of future leaders. You will acquire skills in public speaking, volunteerism, work readiness, project management; and you will also have an opportunity to choose and complete a community service project as a team. **You are next in the relay of change!**

CENTER FOR WORKFORCE DEVELOPMENT
APPLICATION FOR YOUTH SERVICES
Sullivan Renaissance Internship Program



Name _____ SS Number _____

Address _____

Phone _____ E-mail _____

Please tell us which Sullivan Renaissance group or project you are interested in working with:

1. _____
Project _____ Town _____

2. _____
Project _____ Town _____

Please explain why you are interested in being a Sullivan Renaissance intern.

Please PRINT clearly and complete all information that applies to you.

GENERAL INFORMATION

Are you available for work between May 30 through August 31? Yes No

You are required to attend orientation on May 16 from 6pm-8pm at CVI in Ferndale as well as to attend the Youth Development Leadership sessions. Schedule to be provided.

What hours of the day are you are available for work? _____

Will you be working any other jobs during this season? Yes No

If yes, please tell us where you will be working and what your schedule will be.

Do you have working papers (under age 18)? Yes No

*** You must bring them with you to your interview.**

Do you have a driver's permit or driver's license? Yes No

*** You must bring it with you to your interview.**

Do you have transportation? Yes No **IF YES:** Your own family/friends public

EDUCATION

Are you enrolled in school at this time? Yes No

If yes, what school do you attend? _____ Grade: _____

If no, have you already earned a high school diploma or GED? Yes No

If you did not finish high school, what is the highest grade you completed? _____

List any additional degrees or certifications you have: _____

If you are under 18, are you certified to operate landscaping equipment such as a weed whacker, lawn mower and watering tractor? Yes No

If yes, what school/agency certified you? _____ When were you certified? _____

WORK HISTORY (please list **paid** and **volunteer** experiences)

Enter your **most recent** experience **first**.

Position: _____ Supervisor: _____
Where worked: _____ Telephone: _____
Address: _____
Start date: _____ End date: _____ Salary: \$ _____ per _____
Job duties: _____
Reason for leaving: _____

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REFERENCES

Please give the name and phone number of 2 people who are over the age of 18 and are not family members.

Reference #1: _____ Phone: _____
Reference #2: _____ Phone: _____

Please list other interests and /or strengths that you would like us to know about.

My signature below indicates that I have been informed of and understand the information provided on this application and certify that it is true and correct. I understand the information provided may be subject to verification. I understand that falsification is grounds for termination from the program and may result in action to recover any monies paid while participating in the program. Furthermore, falsification of any information provided on this application is a Federal and State criminal offense and subject to penalty.

As a participant I understand that I must regularly attend, be on time, and maintain satisfactory progress in all training or work experience activities.

I authorize the Center for Workforce Development to obtain information concerning this application. I understand that my identity will be kept confidential to the maximum extent possible.



_____ (Applicant signature)

_____ (Date)

With my signature below, I verify that I am the legal parent or guardian of the applicant on this form, and I hereby give permission for my child to participate in the Youth Internship Program provided through the Gerry Foundation and the Center for Workforce Development.



_____ (Parent/Guardian signature)

_____ (Date)

Sullivan County Center for Workforce Development is an Equal Opportunity, Affirmative Action service provider.

