

Important Information for Sullivan Renaissance Intern Applicants!

The Sullivan Renaissance Internship is a unique opportunity to be part of a larger community effort, participate in a leadership program, and learn valuable job skills. It is also a chance for networking, career exploration, and community service.

Sullivan Renaissance is pleased to partner with the Center for Workforce Development and Sullivan County Department of Personnel to offer this opportunity. The Internship is a paid position and therefore carries with it certain requirements.

All interns must attend a mandatory Sullivan County Orientation to be enrolled in the program. This orientation will be held on Wednesday April 21, 2010 at 5:30pm. In order to attend this orientation interns must bring the following paperwork:

Drivers License or Photo ID

Social Security Card

Working Papers (if under the age of 18 on the date of orientation)

If you do not have this paperwork, you cannot attend orientation.

Please note – you cannot begin working until you have been through the orientation.

If you are unable to attend, you must call Sullivan Renaissance at 295.2445. Intern Application follows.

SULLIVAN RENAISSANCE
YOUTH DEVELOPMENT AND INTERNSHIP PROGRAM
INSTRUCTIONS & INFORMATION FOR POTENTIAL INTERNS

About the Internship Program

We are excited that you are interested in being part of Sullivan Renaissance's Internship Program and hope that you will find it to be fun, educational and a rewarding work opportunity. The **"Change is a Relay" Youth Development and Internship Program** is a collaboration between Sullivan Renaissance and the Sullivan County Center for Workforce Development (CWD). This program consists of two parts:

- The **Gardening Internship** is an opportunity to work on a community project providing gardening and other support at specific sites. Interns are paid \$10/hr for up to 100 hours between **April 15, 2010 and September 1, 2010** to perform these tasks.
- The **Youth Development** component is a requirement of the program and an opportunity to participate in leadership and civic engagement. Interns are paid \$10/hour for up to an additional 25 hours during the internship program. A schedule of sessions will be available upon application.

The attached application, provided by the Center for Workforce Development, must be completed and returned to Sullivan Renaissance by March 24, 2010. If you are recruited by a Sullivan Renaissance group, the completed application should be returned to that group for inclusion with its grant application. If you are applying on your own, please send the application directly to Sullivan Renaissance.

Intern Eligibility and Responsibilities

To be eligible you must be at least 16 years of age. **If you are under the age of 18 you are required to have working papers. You will need to provide your working papers, social security card and photo ID. A mandatory orientation will be held on April 21, 2010 at 6:00 pm 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 may be asked to assist with planting, watering, mulching, weeding, dead-heading of plants, or weed whacking and mowing (training certificate required). You may also have the opportunity to assist with administrative or organizational responsibilities like providing clerical support, making phone calls, or helping with fundraising activities. Toward the end of the program you will submit a written summary which will be included in your group's documentation binder.

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. Professional 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 inaugural youth academy of future leaders. You are next in the relay of change! Interns will acquire skills in public speaking, volunteerism, work readiness, project management and more. **Interns will also have an opportunity to choose and complete a community service project as a team.**



THIS APPLICATION TO BE COMPLETED BY THE INTERN CANDIDATE

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:

Project Town

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

[Blank lines for explanation]

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

GENERAL INFORMATION

Are you available for work between April 21 and September 1, 2010? Yes No
You are required to attend orientation on April 21 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?

Do you have working papers (under age 18)? Yes No
* You must bring them with you to your interview when it is scheduled.

Do you have a driver's permit or driver's license? Yes No
* You must bring it with you to your interview when it is scheduled.

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)