

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

### **About the Internship Program**

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Groups applying for funding in Category B, Category C or Community Development are eligible to participate in the “**Change is a Relay**” Youth Development and Internship Program to be administered in collaboration with the Sullivan County Center for Workforce Development (CWD). This program consists of two parts:

- The **Gardening Internship** component will provide funding for youth intern (minimum age 16) 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 will provide funding for **the same** intern 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.

Groups requesting an intern must identify an **intern supervisor** who should then complete the attached information sheet explaining what the intern will be doing. This should include a work plan and suggested schedule. A separate application must be completed by the intern candidate. Both completed applications must be included with your grant submission by the **March 24 deadline**. If you do not have a candidate in mind or your first choice is away at college, please let us know.

### **Intern Eligibility and Responsibilities**

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Eligible interns must be a minimum of 16 years of age. Interns under the age of 18 are required to have working papers. All interns are required to participate in a mandatory orientation which will be held on **Wednesday April 21 at 6pm at CVI. They must bring their working papers, social security card and photo ID to this session.** Eligible interns must also commit to attending the required youth development sessions. The schedule will be made available at the time of application. Interns will be paid for their time.

The primary role of your intern will be to help with care and maintenance of flowers, gardens and other landscaping elements of community projects. To accomplish this, interns may be asked to assist with planting, watering, mulching, fertilizing, weeding, dead-heading of plants, or weed whacking and mowing (training certificate required). 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. At the end of the program interns are required to submit a written summary to be included in the documentation binder.

### **Supervisor Responsibilities**

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Groups must identify an intern supervisor who should complete the attached application. All supervisors must accompany your intern to an orientation which will be held on April 21 at 6pm at CVI. This is critical for the success of your intern's experience.

Supervisors must work with the intern to create a weekly schedule and ensure that they understand the tasks to be completed. Supervisors are responsible for signing and submitting weekly payroll sheets to the Center for Workforce Development, 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.



THIS PAGE TO BE COMPLETED BY THE INTERN SUPERVISOR  
AND ATTACHED TO THE GRANT APPLICATION

## 2010 INTERNSHIP PROGRAM INFORMATION SHEET



### Application Information:

Community: \_\_\_\_\_ Group I: \_\_\_\_\_

Project Title: \_\_\_\_\_

### Intern Supervisor Information:

**Important!** If you are unable to attend the mandatory orientation on **April 21**, you must call the Sullivan Renaissance office to make other arrangements. Failure to do so could result in loss of the internship opportunity for your project.

Supervisor Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Eve Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

### Intern Information:

Have you identified a potential intern to participate in this program?  Yes  No

If yes, what is his/her name? \_\_\_\_\_

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

Please explain in general 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. It is important to create a schedule of work days / times.

<b>TASKS</b> <i>List the major tasks that your intern will be asked to perform.</i>	<b>SCHEDULE</b> <i>Please indicate when these tasks need to be done and/or how frequently.</i>