



SULLIVAN RENAISSANCE 2018 YOUTH DEVELOPMENT PROGRAM REQUEST FOR INTERN APPLICATION INSTRUCTIONS

ABOUT THE PROGRAM

The **Youth Development Program** combines a paid internship and leadership development with hands on service learning. The **Program** is administered in partnership with the Sullivan County Center for Workforce Development (CWD) and consists of two parts:

- **Project Support: Interns** between the ages of 16-20 are hired to perform gardening and other support to one or more Sullivan Renaissance projects. They are paid for a specific amount of hours between **May/June 2018 and August 31, 2018**. The total number of hours is determined based on the scope of the project.
- The **Youth Development** component is a **requirement** of the program and provides the opportunity for participation in leadership and civic engagement. Participants are paid for **these additional hours**. A day of service will be planned by the interns.

Community Beautification projects, Municipal Partnership projects and Community Development projects are eligible to apply for an **Intern**. Because the number of positions is limited, **not all communities will receive their own Intern**. In some cases **Interns** may be shared or work as a team. 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 complete the attached request form and identify a supervisor**. The request is intended to explain the job responsibilities and determine the estimated amount of time needed. Requests are due along with grant applications by **March 1, 2018**. Once an assignment is made, a more detailed work plan and **an actual schedule will be required**.

If your community has an interested and eligible candidate, that candidate must complete an application. If a candidate has not been identified, but support is still needed, please note this on your request form.

ELIGIBILITY AND RESPONSIBILITIES

Applicants **must** be between the ages of 16-20 years old **at the time of application**. Applicants under the age of 18 are required to have working papers. Eligible candidates must be able to commit to attending the required youth development sessions. The schedule will be made available at the time of interviews in April unless other arrangements are made. **Preference will be given to applicants for whom this will be their only summer job**.

All selected candidates are required to participate in a mandatory orientation on May 16, 2018 OR May 23, 2018. They must bring their working papers, social security card and photo ID to this session.

The primary role of a Sullivan Renaissance **Intern** is to help with care and maintenance of gardens and other beautification elements of community projects. To accomplish this, Interns will be asked to help with planting, watering, mulching, fertilizing, weeding, deadheading of plants, and related activities. They may also be asked to help with administrative or organizational tasks such as clerical support, phone calls or fundraising activities.

SUPERVISOR RESPONSIBILITIES

Supervisors attend orientation with their intern on either May 16, 2018 from 6pm – 8pm or and 23, 2018 from 2pm-4pm. This is required for participation and is critical for the success of the Intern's experience. Inability to participate in this orientation may affect eligibility for the community to have an **Intern**.

Supervisors will 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 each Friday**, either in person, email or via fax.

Sullivan Renaissance is principally funded by the Gerry Foundation.



**SULLIVAN RENAISSANCE
2018 YOUTH DEVELOPMENT PROGRAM
REQUEST FOR INTERN APPLICATION**

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

Community: _____

Project Category: Community Beautification Community Development Municipal Partnership

SUPERVISOR INFORMATION:

*This form should be completed by the person who will be providing direct supervision of the **Intern**. Important! Orientation is mandatory for interns and supervisors.*

Supervisor Name: _____ **Day Phone:** _____

Eve Phone: _____ **Cell Phone:** _____

E-mail address: _____

INTERN INFORMATION:

Do you have a potential candidate? Yes No

If yes, what is his/her name? _____

The candidate will need to complete an application for employment and send it directly to Sullivan Renaissance.

If no, would you like assistance identifying a candidate from Sullivan Renaissance? Yes No

A representative from your group will participate in the interview and selection of the candidate.

WORK PLAN AND SCHEDULE:

Please fill out the following table explaining in general what the Intern will do and how frequently tasks need to be done. A more detailed "Schedule and Task List" enclosed.

Anticipated hours per week: _____ (Will correlate with a schedule for the season.)

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

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

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE



**SULLIVAN RENAISSANCE
2018 YOUTH DEVELOPMENT PROGRAM
INTERN SCHEDULE AND TASK LIST**

Intern: _____

Phone: _____

Cell Phone: _____

Supervisor: _____

Phone: _____

Cell Phone: _____

SCHEDULE:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

TASK LIST:

	Daily	Weekly	Notes
Litter Pluck			
Weed			
Rake			
Edge			
Sweep			
Mulch			
Prune			
Deadhead			
Plant			
Transplant			
Water			
Stake Plants			
Rotate Pots			
Paint			
Weed Wacking			
Clean/Sharpen Tools			
Other			