



2024 YOUTH DEVELOPMENT PROGRAM REQUEST FOR INTERN SUPPORT

Sullivan 180 is a non-profit organization dedicated to building a healthy community through people, places, and policy; with an intentional focus on prevention and empowering a healthier generation. We are committed to change by degrees; working with partners, schools, and communities through a grassroots and inclusive approach where everyone can participate in turning around the health of our county.

To this end Sullivan 180 offers grants, technical assistance; and a variety of programs and resources to support our mission; and the efforts and initiatives of our community to enhance health outcomes.

Each year, Sullivan 180 hires several part-time seasonal interns to work with community volunteers on grant-funded projects. This paid internship is an excellent opportunity for groups to receive additional help for their project while mentoring a young person in their community.

Groups applying for funding through the Beautification (multiple sites) or the Municipal Partnership grant programs or the Catskill Edible Garden Project are eligible to request support from a Sullivan 180 Intern. **The attached request form must be submitted with the grant application.** The number of positions is limited and not all communities/projects will receive their own Intern. In some cases, interns may be shared or work as a team. These determinations will be made based on project needs AND a group's **ability to provide supervision**. A field supervisor should be identified and included in the request.

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

SUPERVISOR ROLE & RESPONSIBILITIES

Supervisors are a vital partner in the success of the Internship Program. To be eligible for intern support you must demonstrate the ability and commitment to supervise and guide your Intern through the duration of the internship. This includes, but is not limited to:

- Attend the internship supervisor information session
- Attend orientation/training with your Intern (May 15, 2024)
- Ensure a meaningful learning experience for your Intern
- Provide necessary resources and tools
- Monitor your Intern to confirm they are completing assigned duties
- Evaluate progress and provide feedback
- Communicate changes or issues regarding the internship or your Intern to the Director of Community Engagement
- Complete weekly payroll timesheets and email them to Sullivan 180 office by 5:00 pm each Sunday.

A complete description of the supervisor's responsibilities and important guidelines for achieving a beneficial internship experience are included in the **Intern Supervisor's Handbook**. Please read the handbook before submitting your application.

IMPORTANT DATES

The internship supervisor(s) is required to attend all meetings listed below. Participation is critical for the success of the Intern's experience and the program overall. Inability to attend may affect eligibility for your community to have an Intern.

- Interviews will take place **the week of April 29, 2024**
- Orientation/Training - **May 15, 2024** time to be determined.



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INTERN ELIGIBILITY AND RESPONSIBILITY

The Internship and Youth Development Program is a competitive opportunity that demands a strong commitment. **Preference will be given to applicants for whom this will be their only summer job.** To be eligible applicants must be a resident of Sullivan County between the ages of 16 - 20 years old at the time of application. If under the age of 18, an **original** set of working papers is required.

The primary responsibility of a Sullivan 180 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. A complete description of intern responsibilities and important guidelines for achieving a beneficial internship experience are included in the Intern Handbook. Eligible applicants are responsible, hardworking, self-motivated, enthusiastic, flexible, and cooperative.

Interviews will take place the week of **April 29, 2024**. If offered an internship, hiring is dependent on candidate attending the mandatory orientation/training on **May 29 and May 30, 2024**. Original working papers (for those under 18 years of age), social security card and photo ID are required for hiring.

Internships typically run from late May through September 1, 2024. The total number of hours is determined based on the scope of the community project. In certain situations, interns may have an opportunity to extend their position through September dependent upon the project, Intern availability, resources and the supervisor's capacity.

For more information, contact Anne-Louise Scandariato, Director of Community Engagement at (845) 295-2680 or email anne-louise@sullivan180.org.

Submit Request for Intern Support application to grants@sullivan180.org with the grant application.



**2024 YOUTH DEVELOPMENT PROGRAM
REQUEST FOR INTERN SUPPORT APPLICATION**

Community/Municipality/Edible Garden: _____

Project Category: Beautification (multiple sites) Municipal Partnership Catskill Edible Garden Project

INTERN FIELD SUPERVISOR INFORMATION:

(Individual/s who supervise/s the Intern out in the community)

Supervisor Name: _____ Day Phone: _____

Cell Phone: _____ E-mail address: _____

Supervisor Name: _____ Day Phone: _____

Cell Phone: _____ E-mail address: _____

INTERN INFORMATION:

Do you have a potential candidate? Yes No If yes, what is his/her name? _____

If no, would you like assistance identifying a potential candidate? Yes No

IMPORTANT: *The candidate will need to complete an Intern Application for employment and send it directly to Sullivan 180. A representative from your group will be asked to participate in the interview and selection process; however, we cannot guarantee an Intern placement.*

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.

Anticipated days and 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 have received and read the Sullivan 180 Intern Supervisor Handbook. I understand and agree to the requirements of the Sullivan 180 Intern Program.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

PRINT NAME

DATE

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