



Internship Experience

The Partnership's Mission

Creating hope. Together. These words describe the core of what Ashe County Partnership for Children provides to the community through classes, programs, and resources. As our mission states, the Partnership *nurtures an active, supportive community that provides choices, opportunities, and encouragement for all children and families in Ashe County to become healthy, educated, and self-reliant.*

Our community services include:

- Smart Start programs to benefit children from birth through age 5, and their families.
- Domestic Violence and Sexual Assault prevention and awareness services including a shelter.
- Family Literacy program with transportation, child care, and support.
- Family Support Services offering playgroups, parenting support, and education.

How to Become an Intern

The first step to becoming an intern is to complete an application form to express an interest in being an intern. The next step is to submit the following materials listed on this page and set up an appointment with the Executive Director. The initial interview will give you the opportunity to express your interest in the program and outline your goals as a prospective intern.

Keep in mind that your internship is an arrangement between you and the Partnership. Your experience is meant to help you gain valuable work experience and job-related skills. Your experience will be based on the length of your internship, your curriculum requirements, as well as your interests. If you choose to work with the Partnership, you will be assisting the staff in carefully matching your responsibilities to your strengths and interests.

Feel free to contact the office for any additional information. Good luck in your search for the ideal placement.

Please submit:

1. **Cover letter** addressed to Partnership's Executive Director.

Your cover letter will serve as your writing sample, allowing you to display your writing skills while also telling us who you are and what we should know about you. Note that the questions below are merely guidelines; each question does not require a thorough answer, and your letter need not follow this particular format.

- Why do you want to intern at Ashe County Partnership for Children?
- What prior skills, knowledge (including course work) and work experience are relevant to the internship position? Examples might include your relevant courses or academic work; office experience; serving children or working on their behalf; active involvement with campus or community organizations.
- If applicable, how do you hope to continue working with or on behalf of children and families in the future? Include your immediate post-internship plans as well as your longer-term career and/or academic goals.
- What do you hope to learn or gain from your internship experience?

2. **Resume** (one page preferred)

3. **Reference List**

List two references: name, affiliation, postal address, current phone number and email address (if available) or submit two letters of recommendation.

For more information please contact:

Sarah Wolf, Executive Director
 Ashe County Partnership for Children
 626 Ashe Central School Road, Unit 1
 Jefferson, NC 28640

Phone: (336) 982-4588 ext. 222 Fax: (336) 982-8860

sarahw@ashechildren.org

The Internship Experience

Your responsibilities as an intern will vary depending on the length of your internship, curriculum requirements and areas of interest. If you choose to work with Ashe County Partnership for Children you will be an active participant in developing your internship experience. **The following is a list of possible activities and functions of the Partnership intern that will be carefully matched to the strengths and interests of the intern(s).** All interns participate in the daily operations of the agency and understand that this includes necessary office tasks and paperwork.

NONPROFIT MANAGEMENT

Interns work under the supervision of professional staff and carry out a variety of tasks as needed. This internship work is particularly appropriate for undergraduate and graduate students who are interested in learning the nuts-and-bolts of nonprofit management. Strong writing, analytical and reading comprehension skills are important. Excellent organizational skills and computer skills are desirable. Areas of involvement may include:

- Board policy and administration; policy research and development
- Early childhood research
- Advocacy and public policy
- Grant research and development
- Resource development and fund development

- Public relations and marketing
- Contracts & Human Resources

PLANNING AND COORDINATION

- Plan and implement a program or activity(s) under supervision
- Plan, develop and implement a community service project(s):
 - Expose the community to early childcare concerns
 - Develop community ties and volunteer participation
- Plan and implement programs and/or activities that encourage further understanding of the Smart Start or other Partnership goals
- Design and implement programs and/or activities to encourage intercultural awareness and tolerance

EARLY CHILDHOOD PROGRAMS

- Assist in one of the Partnership's early childhood family literacy classrooms
- Assist with parent education and family life skills
- Work with Child Care Resource & Referral staff
 - Develop trainings and plan special events
 - Assist with technical assistance to child care centers and homes

DOMESTIC VIOLENCE/SEXUAL ASSAULT PREVENTION AND AWARENESS

- Assist with front desk operations in the administrative office
- Assist with client services in A Safe Home for Everyone
- Work in *Threads of Hope*, a thrift store designed as an outreach tool for domestic violence and sexual assault issues

General Expectations of Interns

The following is a general description of the expectations for Ashe County Partnership for Children interns.

Maintain a professional manner:

- Submit a regular schedule
- Refrain from using slang and inappropriate language
- Dress appropriately
- No smoking
- Report on time; call if you are unable to attend
- Protect confidentiality at all times
- Work as a team player

Be involved and active in the Partnership:

- Attend and participate in staff meetings, if applicable
- Formally present programs and/or activities you have developed or been involved with

- Become familiar with the roles of the professional and paraprofessional staff at the Partnership
- Become familiar with all aspects and services provided by the Partnership
- Become aware of community services, resources and educational facilities available to program participants

Remember to:

- Be creative and enthusiastic; suggest new things
- Remain focused on the Partnership's goals and attentive to the Partnership's needs
- Consider the physical, mental, social, and emotional needs and/or limitations of projects



Intern Application

Name: _____ **Date:** _____

Address: _____ **Permanent Address:** _____

Phone: _____ **Mobile:** _____

Email: _____

School: _____ **Expected graduation:** _____

Degree pursuing: _____ **Major/Minor:** _____

Semester(s) applying for: _____

Preferred start date of your internship: _____

Preferred end date of your internship: _____

Number of days/hours available each week: _____

Best times to contact you: _____

Will you receive academic credit as an intern/volunteer? _____
Until what date will you be at the above non-permanent address? _____

Do you need a decision by a specific date? When? _____