HDFS LOCAL INTERNSHIP PLACEMENT SITES

Fall Semester 2016

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HDFS CONCENTRATIONS

Please note: The new sections for HDFS 488 correspond with the new HDFS concentrations. If the internship site that you are interested in does not align with your HDFS concentration(s), please let Dr. Krafchick know as soon as possible. It may be possible to change some sections depending on the site to better meet your academic requirements. Dr. Krafchick must be notified before the completion of your placement process.
The Farm-City of Fort Collins Recreation Department

600 N. Sherwood St.
Fort Collins, CO 80521

Site Contact:
Bridget Brownell, Recreation Supervisor
bbrownell@fcgov.com
221-6665

Number of Internship Positions: Fall____1____ Spring____1____ Summer____NONE____

Description of Agency:
The Farm is a recreation facility, owned and operated by The City of Fort Collins Recreation Department. We run classes, birthday parties, pony rides, and fund raisers.

Description of Population:
• Ages 2-13

Requirements:
• Must love children.

Duties to be Performed by Intern:
• Plan and teach classes that have a focus on farm animals and farm life
• Plan and implement special events
• Make bulletin boards
• Give tours to preschool aged children
• Drive tractor drawn hayrides
• Learn about all the programs offered at The Farm

Recommendations for coursework or experiences prior to placement:
• No farm animal knowledge required
• Experience working with children of any age helpful

Feedback from previous interns:

Skills learned/benefits of site:
• Develop organizational skills
• Opportunities to teach classes
• Work with other interns on projects; teamwork
• Opportunity to handle animals and operate a tractor
• Strong emphasis on making and preparing crafts
• Very flexible schedule
• Great staff!
• Loved the duties and the animals.
• Learned how to work well with 4 and 5 year olds. I learned how they behave - and how to get them to listen, stay interested, and stay focused.
• Learned how to create lesson plans and teach classes.

Potential drawbacks:
• Schedule is a bit slow during Jan. and Feb. but picks up soon after
• Some time is spent speaking in front of groups

Other information of which to be aware:
• You need to be flexible
• Need to like animals
• Self-guided work atmosphere
The Gardens on Spring Creek – Youth Programs City of Fort Collins Recreation Department

The Gardens on Spring Creek  
2145 Centre Avenue  
Fort Collins, CO  80526

Site Contact:  
Michelle Provaznik, Director  
970-221-6881  
mprovaznik@fcgov.com

Number of Internship Positions: Fall___2___ Spring___2___ Summer___4___

Description of Agency:  
The Gardens on Spring Creek is an 18 acre community botanic garden! The Gardens on Spring Creek is dedicated to the following values:  
• Sharing a passion for horticulture and its ability to enrich people's lives  
• Honoring our local place, both the natural and human environments  
• Demonstrating respect and compassion for all people  
• Promoting environmental stewardship  
• Serving the Fort Collins community through public involvement and partnerships  
• Providing public service with enthusiasm, hard work, and cost-effectiveness  
The Gardens offers a variety of educational opportunities for youth including special events, summer birthday parties, school tours, garden themed arts, crafts, cooking and science programs, spring break camp and summer camp!

Description of Population:  
• Diverse population of all ages, including seniors, adults, teens, youth, preschoolers.

Requirements:  
• Self-motivated, Ability to work independently  
• Enthusiastic & Creative

Duties to be performed by Intern:  
• Assist instructors in classroom and outdoor settings  
• Plan and implement program(s)  
• Act as a tour docent for youth tours  
• Host year-round birthday parties  
• Lead youth volunteer groups in garden related activities  
• Assist with special events

Recommendation for coursework or experiences prior to placement:  
• Interest in nature/gardening  
• Experience planning and implementing programs and special events for youth  
• Experience working with youth and leading activities  
• CPR/First Aid Certification preferred

*** PLEASE DO NOT CONTACT ANY SITES PRIOR TO THE INTERNSHIP PLACEMENT ORIENTATION MEETING***
Feedback from previous interns:

- “My first semester at the Gardens at Spring Creek was terrific. From getting down and dirty turning compost bins, to tilling soil, and even helping children on tours learn more about botany and the wonderful world around them, I can't say enough good things about Spring Creek's volunteer opportunities. The staff is great; always willing to offer any advice or help you might need, and are genuinely good people to be around. The facilities are great, and there's something special about being able to look at a vegetable bed or freshly mowed lawn and know that what you did today will be enjoyed by others tomorrow. If you have the time, I'd recommend seeing for yourself what it's like to give back to the community and get closer to nature at Spring Creek."

- "I am so glad that when I wake up in the mornings, I get to look forward to starting my day at the Gardens on Spring Creek. I love seeing the little kids at the summer camp that I help with. They always make my day. Combine that with a beautiful garden and fresh Colorado air and I've got my summer made!"

- "Fort Collins is such a lucky town to have the Gardens on Spring Creek be available to anyone who cares to stop by. It is such a great community resource with all the classes to join and the friendly staff so willing to help you."

- "Thank you Gardens on Spring Creek for providing me and Fort Collins with a beautiful place to be and to learn."
Northside Aztlan Community Center/Youth Activity Center City of Fort Collins Recreation Department

112 E. Willow St.
Fort Collins, CO 80524

Site Contact:
Lisa Ratajczak
Recreation Coordinator (Child Development)
lratajczak@fcgov.com 970-416-2528

Megan Greer
Recreation Coordinator (Teen & Low Income Programs)
mgreer@fcgov.com 970-221-6032

Number of Internship Positions: Fall___2___ Spring___2___ Summer___NONE___

Description of Agency:
The Northside Aztlan Community Center provides recreational and educational opportunities for seniors, adults, teens, and youth (we have an extensive Childhood Development program). A variety of activities are offered, including early learning, parent/child, arts & crafts, music, drama, cooking, science, special events, day camps, schools out camps, outdoor recreation opportunities, Adaptive recreation opportunities, drop-in gym, youth sports (football, basketball, wrestling, boxing, etc) as well as the After School Enrichment and Youth Night programs which both geared toward the low income community and are supported by the Food Bank of Larimer county and multiple grants.

Note: Youth Classes/camps are offered at several locations throughout Fort Collins not just the Northside Aztlan Community Center. This includes the Youth Activity Center, the Edora Pool and Ice Center (EPIC) Mulberry Pool and Club Tico.

Description of Population:
• Diverse population of all ages, including seniors, adults, teens, youth, preschoolers

Requirements:
• Self-motivated, Flexible
• Enthusiastic, Creative, & Willing to try new things

Duties to be performed by Intern:
• Assist teachers in classroom settings (initially)
• Plan, Instruct, implement program(s)
• Assist with special events, work on special projects
• Take part in training opportunities
• Class planning, research and data entry for Recreator publication
• Participate as a regular staff member of the center
• Marketing of classes, camps, programs and special events
• Research new classes, activities and program
• Projects and class assignments are designed to meet students’ interests and time schedule.

Recommendation for coursework or experiences prior to placement:
• Experience planning and implementing programs and special events
• Experience working with youth and leading activities
• CPR/First Aid Certification preferred

Feedback from previous interns:

Skills learned/benefits of site:
• Plan and implement curriculum
• Staff is well-trained, fun, and energetic
• Learned how to be a better leader
• Learned a lot about administrative work
• Staff was always there to answer questions, but I had to ask sometimes for work to do.

Potential drawbacks:
• This site is not highly supervised; intern must take the initiative to create work, ask questions.
Fort Collins Senior Center-City of Fort Collins Recreation Department

1200 Raintree Drive
Fort Collins, Co 80526

<table>
<thead>
<tr>
<th>Site Contact:</th>
<th>Betsy Emond</th>
<th><a href="mailto:bemond@fcgov.com">bemond@fcgov.com</a></th>
<th>970-224-6030</th>
</tr>
</thead>
</table>

Number of Internship Positions: Fall ___2___ Spring ___2___ Summer ___2___

**Description of Agency:**
Mission: Fostering health and well-being through diverse and inclusive recreation opportunities, sustainable planning, and community partnerships. We are a recreation facility providing adults 50 and older recreational activities such as aquatics, cards and games, social events, arts and crafts, dance, educational activities and travel. The center is neither a care home nor a residential facility. Adults 18+ may use the facility’s swimming pool, spa, fitness equipment, and gymnasium and pool/snooker room. Staff also provides seniors information and referral.

**Description of Population:**
Most of the programming is directed at adults 50 and older. The seniors tend to be mostly 60+ but are as old as their early 90s. They generally are in good health since we are truly a recreation facility. Adults of all ages use the fitness wing (swimming pool, gymnasium, exercise equipment) for workouts to stay in good health or to recover from an injury.

**Requirements:**
- Office skills such as typing, filing, phone calling, operating copiers
- May assist with special events on evenings or on weekends

**Duties to be performed by Intern:**
- Program planning
- Volunteer supervision
- Basic budget knowledge
- Computer work
- Direct client contact – *with initiative on the intern’s part*
- Phone calls
- Letter writing
- Marketing such as newsletter or flyer design

**Recommendation for coursework or experiences prior to placement:**
- Good communication skills such as writing, speaking effectively and expressing yourself to others
- Self-confidence to take assignment and complete it without constant supervision
- Computer knowledge especially with Microsoft Word, Publisher or Excel
- Creativity to assist in planning and/or marketing programs
- Flexibility to handle many different assignments
Other information of which to be aware:
- Fun place to do an internship
- The people are flexible with school schedule
- A knowledgeable and supportive staff
- Provides flexibility, independence and team work opportunities
- Be certain to keep open line of communication with the staff, so that you can get the internship experience that you need/want.

Feedback from previous interns:
Skills learned/benefits of site:
- Develop computer skills
- Develop office, planning, and organizational skills
- Develop editing skills
- Develop an improve sense of communication skills
- Learned more about programming events; interns are given many opportunities to create their own projects for the participants

Potential drawbacks:
- A lot of computer work and event-planning, but not always direct work with the seniors/clients
Volunteers of America

405 Canyon Avenue
Fort Collins, Colorado 80521

Site Contact:
Name: Carrie Olenick
Phone: (970)472-9630
Email: volmanager@frii.com

Number of Internship Positions you would like to offer each semester:

Fall ___ 1 ___ Spring ___ 1 ___ Summer ___ NONE ___

Description of Agency: Since 1896, Volunteers of America has been a national, non-profit organization dedicated to helping those in need rebuild their lives and reach their full potential. In Northern Colorado, we focus our efforts on services that support the health and independence of Senior and Veteran families.

We provide nutrition, handyman grocery delivery and caregiver support services for older adults, along with the opportunity for these seniors to engage in volunteer service through our RSVP Senior Corps program. We also offer guidance and financial support to homeless and near-homeless veteran families.

Description of Population: Our Senior Service Programs serve Larimer County. These direct-service senior programs are for those over the age of 60, while the RSVP Senior Corps program is for volunteers over the age of 55. Our Supportive Services for Veteran Families serves veterans of all ages living in Larimer, Weld, Boulder, Logan and Morgan Counties.

Requirements and expectations for Interns: Interns must submit to and pass a criminal background check and motor vehicle record check. Interns will be expected to abide by the Volunteers of America code of conduct.

Duties to be Performed by Intern: Duties are based on interns desired outcome but may include direct service to seniors, program development, marketing, volunteer recruitment and management, best practices, research, administrative support, or special projects/programs. Internships could fall within a specific program with a focus on nutrition, family caregiving, or safety.

Recommendation for coursework or experiences prior to placement: The following courses are NOT a requirement for placement but may be useful in working directly with seniors and/or senior services: HD 312, HD 201, SW 371F, EX 444, FN 444, and/or OT355.
Bauder Elementary School

2345 West Prospect Road
Fort Collins, CO 80526

Site Contact:
Sarah Silar
Email: ssilar@psdschools.org
Website: http://eweb.psdschools.org/scholar/bauder

Number of Internship Positions:  Fall = 3-5  Spring = 3-5  Summer = none

Description of Agency:
Bauder is a culturally- and economically-diverse public elementary school, grade K-5 regular classrooms; Integrated Services and ELL students are in the regular classroom, with Title One, Integrated Services, English Language Acquisition, services available on-site. Common Core standards are followed for literacy and math; Colorado State Standards are adhered to for science and social studies. Interns at this site will be matched with classroom and/or integrated services teacher(s).

Description of Population:
500 + boys and girls; some non-English speaking (English Language Learners) special needs and/or at-risk children. Sixty percent of the students are on free-/reduced-lunch. There are four tracks (classrooms) at each grade level. Bauder is the ‘home school’ for the majority of international families from CSU.

Requirements:
- ability to work with a wide variety of students, able to take initiative to assist students one-on-one, a willingness to accept the role and responsibility of presenting lessons to small and large groups of students
- willingness to accept responsibility of professional development by setting and communicating goals, scheduling and attending meetings, accepting feedback, correcting errors, taking risks, and communicating needs
- ability to plan, organize, implement, and monitor classroom procedures
- ability/willingness to lead a group of children
- ability to multi-task and problem solve
- willingness and desire to complete daily classroom maintenance duties (copies, bulletin boards, calendars, class projects, etc.)
- prompt, prepared, professional dress

Duties to be performed by Intern:
- assisting classroom teacher with daily lessons
- teaching mini-lessons in content areas as requested
- participate in all aspects of classroom management and maintenance
- observations of other grade levels, programs, and teaching styles
- work with students in a variety of settings
Recommendation for coursework or experiences prior to placement:
All coursework that relates to growth and development of elementary school age children is encouraged, as are courses that have required planning, teaching and evaluation of content areas. Any practical experience in a teaching setting (i.e., day camps, after school programs, coaching youth, Sunday school, volunteer jobs in a school setting, etc.) is a benefit. Choice candidates will have a strong desire to pursue an elementary teaching license, a love of children and a sense of humor. Students should plan on being available for a full school day. Those students registering for the 8 credit hours (22 hours per week) will be given first priority for placement; students must register for at least 6 hours (18 hours per week) for placement at Bauder. Schedules can be flexible but should include 4 hour blocks of time at the site.

Feedback from previous interns:
Skills learned/benefits of site:
• diverse students in terms of culture, language and socio-economic status
• teachers have different teaching styles
• incredible staff
• a lot of freedom with the children
• close to campus
• use “Common Core” curriculum
• learn multitasking skills
• able to be creative and think on your feet
• take on responsibilities like a student teacher

Potential drawbacks:
• need to be self-motivated to be involved in the class; must be able to work independently
• expect to be held to high standards in every aspect of the internship

Other information of which to be aware:
• be sure and ask questions during the interview about what the teachers will expect of you
• be clear about what you are expecting from your internship experience
• students not taking Senior Seminar simultaneously will be given priority for placement
• students who can commit to a multiple full-day (8:30 a.m.-3:00 p.m) will get the most from this experience
Bennett Elementary IB World School

1125 Bennett School Rd.
Fort Collins, Co 80521

Site Contact:
Laurel Zitowitz, Volunteer Coordinator and Math/Literacy Specialist
Email: lzitowit@psdschools.org
Website: http://eweb.psdschools.org/scholar/bennett/

Number of Internship Positions each semester:
Fall 1-2  Spring 1-2  Summer NONE

Internship Placement details for this site:
Interview requests should be submitted by email. No phone interviews except in special circumstances. Please include a resume, copy of the schedule from Ramweb. Courses and practical skills for Early Childhood should be included. Interns willing to work 22 hours will be given preference, but will accept other interns based on merit.

Description of Agency:
Bennett is an elementary IB school serving approximately 500 students in grades K-5th, 40% of which are School of Choice. Opportunities involve working with primary students in a specific classroom, working with first and second graders in our reading intervention program, assisting teachers in literacy, math, science, or social studies as classroom support, and the opportunity to work one-on-one or as small group tutors. Interns will be assigned to one classroom for an extended period of time as well as other classrooms with the goal being to broaden experience in this placement. Bennett also has a Special Ed classroom.

Description of Population:
Bennett Elementary, an IB World School is an economically and ethnically diverse school with students from 25 different language backgrounds. Programs to meet the diverse needs of its students include IB curriculum and character education, Special Education, English as a Second Language, Homework Club, Gifted & Talented, among others.

Requirements and expectations for the Internship Position:

A. Learning Objectives: Interns will observe in every classroom to see diverse teaching and learning styles. Interns will teach lessons to class and/or small groups. Interns will learn intervention strategies in reading and math.

B. Role of the interns at this site and requirements for the internship position (i.e., job description):
   • Serve as a teaching assistant in a classroom setting
   • Serve as a reading intervention tutor
   • Work one-on-one or in small groups in Math, Literacy, etc.
   • Practice classroom management skills for diverse behavior issues

C. Expectations for students applying for this position:
   • Energy, enthusiasm, and a positive attitude required!
• Will take initiative in assisting students one-on-one or small groups
• Reliable
• Dedicated to their assignment
• Possess a strong sense of professionalism.
• Early childhood skills
• Bilingual skills (a plus, but not required)
CSU Early Childhood Center (ECC)

223 S. Shields Street
Fort Collins, CO 80521

Site Contact:
Elizabeth Fannon Owens, Assistant Director and Coordinator of Student Learning
Email: Elizabeth.Fannon.Owens@colostate.edu
970-491-0953

Number of Internship Positions: Fall___20___ Spring___20___ Summer___6___

Please note: All HDFS Majors with a career interest in Childhood Education or Child Life are required to interview with the ECC and accept a position as an intern, if offered. The ECC is the HDFS preferred placement for HDFS Students.

Description of Agency:

As a Reggio Emilia-inspired laboratory school housed within the Department of Human Development and Family Studies, the CSU Early childhood Center (ECC) serves a three-fold mission of teaching, research, and service. We offer quality programming for young children, train CSU students for careers in the field of early childhood, and provide opportunities for research related to children, families, and early childhood education.

The ECC has been serving children and families in the Fort Collins community since 1929 and is dedicated to working in partnership with families to ensure a quality educational experience for children. The ECC is accredited by the National Association of the Education of Young Children (NAEYC) and provides a high quality infant/toddler and preschool program to both the CSU campus community and the community at large. http://www.ecc.colostate.edu/

Fundamental Guiding Principles of our Reggio Emilia-inspired Approach

- **The image of the child, a protagonist, collaborator, and communicator:** Foundational to our Reggio Emilia-inspired approach is the commitment to the child as a capable, strong, and competent individual. At the ECC, children are considered to be protagonists who collaborate and communicate with others.

- **The teacher as partner, nurturer, guide, and researcher:** Therefore, Reggio Emilia-inspired teachers have positive images of the child and serve as partners, nurturers, and researchers as they interact with children in the co-construction of knowledge. At the ECC, children and teachers explore, discover, and learn together.

- **Cooperation as the foundation of the educational system:** Not only are teachers partners with children in learning, they are also partners with the other teachers. Collaboration is essential to our Reggio Emilia-inspired philosophy and communication, collegiality, and professionalism are held in high regard as the ECC teaching teams work together.

- **The parent as partner:** Children, teachers, and parents are embraced as three equally important components in the philosophy's educational process. Parents are encouraged to be active contributors to children's activities in the classroom and active collaborators with the teachers in the school.
• **The environment is considered the "third teacher."** In our Reggio Emilia-inspired approach, the environment is seen as a living, changing system that is foundational to learning. The classrooms at the ECC are aesthetically pleasing physical environments that are equipped with an interesting variety of materials to provide rich environments for spontaneity, provocation, and reflection on the part of teachers and children.

• **Documentation as communication:** Documentation is used extensively as a means to promote communication between parents and teachers, to allow the teachers to reflect upon their practice as teachers, and to affirm to the children that their work and play are highly valued. At the ECC, examples of documentation include classroom journals that are shared with families on a daily basis, allowing for parents and children to reflect with one another upon the daily happenings at school. These journals also serve to document for the teacher the developmental milestones of the children and allow the teacher to reflect and adjust their teaching practices.

**Description of Population:**

The ECC is licensed to serve approximately 100 children per day in 7 classrooms. Children at the ECC range in age from 6 weeks to 6 years. We have 1 infant room, 2 toddler rooms (ages 1-2 years), 2 younger preschool rooms (ages 2.5-4 years), and 2 older preschool rooms (ages 4 years and up).

**Requirements:**

- Background Checks – CBI fingerprint check and Colorado Department of Human Services (CDHS) background check.

**Duties to be performed by Intern:**

You will be working with Interns will have opportunities for increasing responsibility over the course of the semester. Interns are expected to:

• Practice active involvement with the children through interactions and/or observation.
• Participate in classroom maintenance but not to the exclusion of interactions with the children.
• Model appropriate and exemplary behavior to the children at all times.
• Encourage independence and creativity in the children.
• Embrace the idea that teaching is much more than instruction.
• Practice full room awareness.
• Respect individual differences of children and fellow teachers.
• Maintain confidentiality at all times, both in and out of the ECC.
• **Complete Documentation:**

  **What is documentation?**

  *Documentation* is a verb and noun, act and artifact. *Documentation* may be defined as: the systematic act of collecting, interpreting, and reflecting on concrete traces of learning (e.g., narrative text, video footage, audiotape, photographs, and samples of students’ or teachers’ work). Documentation positions teachers as co-learners in the classroom and provides insights into both theory and practice (Taken from - *Shifting the Culture of Higher Education: Influences on Students, Teachers, and Pedagogy* by Lisa Fiore and Barbara Rosenquest).
Interns have the opportunity to create documentation in the form of Daily Journals, Learning Stories on individual children, and on-going investigations. Daily Journals are reflections of the day and include photos and descriptions of the learning taking place in the classroom. They include state standards that are posted and e-mailed to parents daily. Learning Stories are written directly to the child or children; these stories are always about “good” things we value. Investigations can be done as a project with the children in the classroom or an investigation question posed by an interns in collaboration with mentor and classroom teachers. Documentation provides an extraordinary opportunity for teachers and parents; as it gives them the possibility to know not only what their child is doing, but also how and why, to see not only the products, but also the processes.

- **Participate in Professional Meetings** — ECC Interns participate in large group Professional Meetings on alternate Thursdays from 2:00-3:00. We look at the work being done with the children in the classroom as a process and the mentor teachers and administrators support ECC interns with their own processing. Professional Meeting discussions, readings, and assignments emerge from observations and prior experience with ECC interns.

- **Participate in Post-lab/All-Hands Meetings**— ECC Interns participate in small group post-labs or All-Hands meetings on alternate Thursdays from 2:00-3:00. This is a time to reflect on what is happening in the classroom and look at the whole day with suggestions for future improvements, a time for teachers to look at their effectiveness in responding to children’s continually changing needs, a time to look at the environment and materials provided to children to support their growth, a time to look at relationships reflecting on interactions and observations made, and a time to reflect on internal processes and feelings.

**Recommendations for coursework or experiences prior to placement:**

- HDFS286 Practicum
- HDFS217 Creative Experiences with Children
- HDFS310 Child Development

**Feedback from previous interns:**

**Skills learned/benefits of site**

- I learned that children are capable and know more than I thought. I also learned that I am capable and competent.
- I feel proud to not only use the Reggio philosophy when I’m at the ECC but also throughout my entire life!
- Collaborating is important and can help myself and others.
- I feel proud of my adoption of the Reggio philosophy, especially in broadening and growing in my ‘image of the child.’ Children are capable of so much and I feel privileged to be able to work with them. I feel proud of my relationships that I’ve built and of my interactions with the children. I just had a wonderful time! I feel confident in working with groups of children. I know how to document state standards and developmental domains.
- I’ve learned so much about children and how they behave and interact with each other and their environment. I learned that Reggio is a really effective and worthwhile approach, and I saw it in
action every day! I will definitely be using it in my future interactions with children. I learned that I can be confident and feel like I am making a difference with children. It is really empowering and I feel a lot more capable when working with kids. I also learned that collaborating in a group is really important when working with kids in a classroom!

**Potential drawbacks**

- There are out-of-classroom assignments.
- It can be challenging in the beginning learning how to use positive reinforcement rather than saying “no.”
- Sometimes there are lots of teachers in the classroom at once.

**Other information of which to be aware**

- There are observation booths so others can see and hear in the classroom.
- A solid background for those interested in Child Life, even though this is not a hospital setting.
- Feel comfortable asking Mentor teachers for help or suggestions.
- Requires time outside of internship hours.
- This is an amazing site to work at.
- Everyone at the site is wonderful (the kids, the teachers, and the staff). They are great at encouraging and value your opinions, so don’t worry about asking questions
### Early Childhood of Larimer County

**Site Contacts:**

**Spring/Fall**

*Child Care Resources and Referral/General ECCLC Intern*

*Pre-Internship Contact:*
Vanessa Coronado, Child Care Referral Program Coordinator
Contact 970-377-3388 ext 203 or vcoronado@ecclc.org  
OR  
Rachel McRoberts, Child Care Referral and Community Outreach Specialist  
970-377-3388 ext 200 or rmcroberts@ecclc.org

*During Internship Contact:*
Vanessa Coronado  
Contact 970-377-3388 ext 203 or vcoronado@ecclc.org

**Fall**

*After School Zone and EQIT Intern*

*Pre-Internship Contact & During Internship Contact:*
Heather Soderberg, Quality Support Coach  
Contact 970-377-3388 ext 225 or hsoderberg@ecclc.org  
OR  
Judy Seybold, Quality Support Coach  
970-377-3388 ext 223 or jseybold@ecclc.org

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**Number of Internship Positions:** Fall 2 Fall 2  
Spring 1  
Summer 0  
NONE

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**Description of Agency:**
The Early Childhood Council of Larimer County (ECCLC) is an organization that supports quality early childhood opportunities for children prenatally through age 8 in Larimer County. ECCLC convenes professionals, families, and policymakers to identify innovative solutions, elevate standards of care, and strengthen the foundation for success in early learning.

**Description of Population:**
In order to support the best possible experience for young children, ECCLC focuses on three primary groups:

- Supporting families who are seeking quality child care
- Supporting licensed early care and education providers who are working to improve or maintain quality programs. ECCLC also provides training and educational opportunities for professionals working in early care and education
- Convening and supporting community partners in order to create a more coordinated system of support for children and families
Requirements:
An interest in Early Childhood. The intern should have basic computer and phone skills. The **CCR&R/General ECCLC intern** should have availability on the first Tuesday of each month from 9 to 11:30 am to attend Advisory Council meetings.

**Duties to be Performed by Intern:**
The **CCR&R/General ECCLC** intern could

- Assist the Child Care Resource and Referral Department
  - Contact child care providers for updates
  - Conduct follow up calls with clients
  - Attend meetings with surrounding community organizations
- Provide clerical support to program coordinators as needed
- Assist with fundraising efforts and grant writing
- Write articles for the ECCLC newsletter on topics of interest to child care providers.
- Assist ECCLC with training logistics and participating in trainings, depending on the intern’s interest.
- Attend monthly meetings. These meetings provide one of the primary networking opportunities for the early childhood community in Larimer County.
- **ECCLC Meetings:**
  - Advisory Council Meetings: First Tuesday of the month 9:00 am to 11:30 pm (currently held at the Harmony Library)
  - Caring & Sharing: The second Friday of the month 9:00 am to 10:30 pm (currently held at the Fort Collins Housing Authority) This meeting is a collaboration of different organization in the community that come together once a month to see a presentation from a designated organization featured that month. It is an opportunity to learn about the organization, the population they serve, and the services the offer.
  - Be Ready Community Committee: Once a month TBD (currently held at the ECCLC office)This committee is focused on expanding outreach efforts to embed Be Ready into the culture of Larimer County. This includes developing outreach plans, supporting the Be Ready Early Childhood Navigators, creating supporting materials and resources, and identifying strategies to deepen engagement with current partners while also reaching new partners.
  - Vida Sana Meetings: The third Monday of every month 10:30am-12pm (currently held at Northside Aztlan Community Center- check location). Uniting for the health equity of Latinos/Coalición mejorar la salud de nuestra comunidad latina is a community coalition addressing health disparities among Hispanic/Latinos and low-income community members.

The **After School Zone and EQIT** Intern could

- Assist with the organization of a full day conference for over 150 before and after school care providers held in November of each year
  - Tasks would include assisting with marketing, fundraising, technology needs both before and after the conference, and being present at the conference to support
- Assist with EQIT (Expanding Quality for Infants and Toddlers) training, a 48-hour course for providers of infant and toddler care. Classes held at ECCLC.
  - Tasks would include assisting with organization of materials, set up of classroom space
The items above are representative, but not an all inclusive list. If the intern has an area of interest that is consistent with the program’s goals, mission and strategic plan, we are open to creating an internship experience that is beneficial to both the program and the intern.

**Recommendations for coursework or experiences prior to placement:**
Computer competency is helpful as is fluency in Spanish.
Poudre School District – Early Childhood Program

Fullana Learning Center
220 N. Grant Ave
Fort Collins, CO 80521

Site Contact:
Rebecca Browning-Floyd, Colorado Preschool Program Coordinator
rbrownin@psdschools.org; (970) 490-3102 office; Website: www.psdschools.org/department/early-childhood
Location: Poudre School District 220 N. Grant Avenue Fort Collins, CO 80521

Number of Internship Positions: Fall__2*___ Spring__5*___ Summer__NONE__
*Number of interns selected also depends on student and supervising teacher availability

Description of Agency:
The Early Childhood Program with Poudre School District serves approximately 1,200 children and families. Children, age three to five, are served in 29 classroom settings located in 20 different school sites throughout the district. In addition, children age birth to three in Early Head Start are served by a Family Mentor, who comes into their home on a weekly basis to work with the family on goal setting, parenting skills, and other topics of interest to the family. An integral part of the program is to empower families as their child's first and most important teacher. Home visits are made on a regular basis in both the birth to three and three to five programs. Parents are key decision makers in program planning and curriculum through Your Voice, Parent Policy Council meetings. Family Mentors support families and connect them with community agencies to provide health and social services. Children are monitored and served by an early childhood intervention team if needed. Interns working with our program become an integral part of the teaching team in serving children and families.

Description of Population:
Eligibility criteria of the children and families served are based on the funding sources of Head Start, Early Head Start, Colorado Preschool Program and Integrated Services (Special Education). Tuition based preschool is also available on a limited basis.

Requirements:
• Upon acceptance and per Poudre School District requirements, interns are required to complete the on-line volunteer application through the Poudre School District website, www.psdschools.org; undergo fingerprinting; and submit physical and current immunization records.

Duties to be performed by Intern:
• Duties for the intern are varied and depend on the intern's professional goals and preferences.
• Interns, who desire to work in the classroom, work with children age three to five Monday through Thursday. Fridays are reserved for staff development and parent contact days. Placement depends on intern’s morning and/or afternoon class schedule.
• Interns, who desire to work in the home with families, work with the parents and children ages birth-three. Duties included: Case Management, child development, planning and facilitating group socializations, data and research collection.

Recommendations for coursework or experiences prior to placement:
• Early Childhood Development: Human Development and Family Studies
Polaris Expeditionary Learning School

Poudre School District
1905 Orchard Place
Fort Collins, CO 80521
970-488-8260

Site Contact:
Brittany Hapner, Teacher
Phone: 488-8303
Email: bhapner@psdschools.org
Website: https://pol.psdschools.org/

Number of Internship Positions:
Fall___6___ Spring___6___ Summer___NONE___

Description of Agency:
Polaris is a PSD “school of choice”. It is the only K-12 noncharter school in the district. There are approximately 108 kindergarteners through fifth grade students configured into small multiage classrooms. The middle school has approximately 140 students. Polaris implements an Expeditionary Learning model, which challenges students to make connections between the classroom and the outside world. Our learning environments are child-centered, developmentally appropriate, and inquiry based. Children participate in learning expeditions: real world, long term investigations of compelling topics. The students are engaged and responsible for their own learning by setting goals, learning criteria, self-assessing, peer critique, and revision.

Polaris can have up to 3 interns in the elementary school and 3 interns in the middle school each semester.

Description of Population:
Polaris has a student population that is comprised of a low percentage of free and reduced lunch. Our special needs children are at a resource level. Our student population has minimal racial and cultural diversity. The parents in our community are very involved and passionate about their children’s education.

Requirements and expectations for the Internship Position:

a. Learning experience HDFS students may expect in this internship position (i.e., identify and explain 3-5 learning objectives for the internship position.)

- Interns will learn about Expeditionary Learning model
- Interns will learn about the workshop model (a lesson planning format)
- Interns will learn about the Discovery Program (the school’s character and culture expectations and behavior redirect system)
- Interns will learn about getting to know children as a whole child
- Interns will learn about instruction and assessment of the state standards
b. Role of the interns at this site and Requirements of the Internship Position (i.e., job description):
   • Assist teacher with implementing lessons, fieldwork, and community service projects.
   • Supervise students and facilitate instruction in the classroom during individual, small group, and whole group instruction.
   • Internship hours are to be scheduled during the hours of 8:15 a.m. to 3:15 p.m. Monday through Fridays, except for Wednesdays. Wednesday is an early release day and school ends at 12:45.

c. Expectations for students applying for this position:
   • Teachers expect interns to take initiative and participate with the children
   • Teachers expect interns to share their schedule with the teachers and then attend when scheduled. If there is an occasion to not attend, interns should notify the teachers and then make up the hours.

Skills learned/benefits of site:
   • Small classrooms
   • Mixed grade levels
   • Open and friendly staff; welcoming to interns
   • Lots of interactions with students with different abilities
   • Frequent field trips
   • Able to plan and teach lessons for two different grade levels
   • Opportunities to take charge and facilitate the children in the classroom
   • Gain confidence in directing children and using effective discipline
   • Sometimes get to work on individualized programs for a child’s literacy and mathematics agenda, as well as help plan creative lessons.
   • Strengthened leadership and communication skills
   • Some teachers offered interns the chance to take large responsibilities in the classrooms.
   • Self-motivation and self-direction

Potential drawbacks:
   • Not many classrooms from which to choose
   • Responsiblity is an expectation

Other information of which to be aware:
   • Because there are only 108 children, it is easier to get to know everyone and the interactions with the children are more personal.
   • Teachers are called by their first names.
   • Need to show self-confidence and initiative in the classroom.
   • No hours can be completed on Wednesday afternoons.
Linton Elementary School

4100 Caribou Dr.
Fort Collins, CO 80525
https://lnt.psdschools.org/

Patty Ranglos
paranglos@psdschools.org
970-488-5866
OR
Teresa Waddell
twaddell@psdschools.org
970-488-5860

Number of Internship Positions: Fall ___3___ Spring ___3___ Summer ___NONE___

Description of Agency:
Elementary School, grades K-6. This school is near Fort Collins High School, near Horsetooth, Harmony, and Timberline. Please apply to this school only if you are willing to drive across town to an internship site. Linton accepts several interns per semester and places them in various grade levels.

If interested in Linton, email Reenie Anduss first. Reenie distributes intern’s information to interested teachers who will then contact you for an interview. The first emails received will have the best chance of being placed at Linton.

Provide the following information in your email:
(Your email will be returned if information/questions are not completely answered.)

Name
Phone number
*Experience with children in any setting
*Desired grade level(s)
*Possible amount of hours/days desired

Description of Population:
• Public School Children

Requirements:
• Willingness to help a teacher with any aspect of teaching
• Willingness to prepare, gather materials, and do work at home occasionally, be on time
• Understand attendance protocol; call in when sick
• It is essential to dress appropriately in the school setting (no spaghetti strap tops, no low cut shirts, no exposed stomachs, etc.)

Duties to be Performed by Intern:
• Perform a variety of teaching duties and supervision, teaching, record keeping, preparation, etc.
Recommendations for coursework or experiences prior to placement:
• Any tutoring or classroom work with children age 5-12 years is helpful.

Feedback from previous interns:

Skills learned/benefits of site:
• Caring, compassionate, understanding staff
• Flexibility
• Great students, parents, teachers
• Able to plan lessons and interact with students
• Learn classroom (and small group) management, discipline, and teaching skills
• Gain knowledge in adapting teaching style to multiple types of learners
• Gain knowledge of accommodating each child’s individual needs
• Site supervisors adapt to your needs and goals for your internship
• Transitioning skills
• “The moment I walked into Linton I felt like I was a part of the team!”
• Learned classroom time management and modifying structure of plans to fit any given amount of time.
• Establishing simultaneous authority and camaraderie with the students.
• Behavior management skills and the confidence to use them appropriately.
• Communication skills with both children and staff.

Potential drawbacks:
• It can be hard to get involved if you are not doing many internship hours
• The location: Linton is on Horsetooth east of Timberline.

Other information of which to be aware:
• There is one intern per classroom
• This site is very open-ended in its expectations. You can do as little or much as you set out to do.
• To get the most out of your experience, explore: other classrooms, teaching styles, grades, and recess too.
• Eat lunch with the teachers, if you can.
• Communicate with your supervisor and peers, to gain resources.
Respite Care Inc.

6203 S. Lemay Avenue  
Fort Collins, CO 80525

Site Contact:  
Lyndsi Hrubes  
Email: lyndsi@respitecareinc.org  
970-207-9435

Preferred Semester for Placement & Number of Interns: Fall___1-2___ Spring___1-2___  
Summer___NONE___

Description of Agency:  
Respite Care is a facility that cares for children with developmental disabilities and offers respite to their families.

Description of Population:  
- Children with developmental disabilities (mild to severe) ages 6 weeks to 21 years.

Requirements:  
- Ability to be non-judgmental and open to new ideas.

Duties to be Performed by Intern:  
- Duties can include administrative work, fundraising, event planning, and direct childcare.

Recommendations for coursework or experiences prior to placement:  
- Child Development HDFS 310  
- Adolescent Development HDFS 311  
- Passionate about working with children of all abilities

Feedback from previous interns:  

Skills learned/benefits of site:  
- A very inspirational place  
- Incredible staff; good communication with staff, and great teamwork  
- You will learn a lot about non-profit organizations and how they operate  
- Planning for special events  
- Childcare techniques for children with special-needs  
- Good balance between directed work and more open-ended tasks. Taking the initiative provides more flexibility to complete your own tasks.  
- Loved the site and the staff!  
- Observed therapy sessions; learned professionalism and taking initiative  
- Ask a lot of questions; work with the staff to create a good balance of office work and child care
Potential drawbacks/things you should know:

- Respite Care is about 7 miles from campus
- It is important that you can multi-task, be flexible, and able to adapt
- It can initially be intimidating to work with the children, but once you get to learn and do more, it is so rewarding
Columbine Health Systems

Various Locations (see below)

Site Contacts:

Chelsea Ebert, (Wexford)
Chelsea.ebert@columbinehealth.com
970-667-1900
OR
Staci McKnight (Center Ave)
staci.mcknight@columbinehealth.com
970-494-2140
OR
Tami Promes (Worthington)
Tami.promes@columbinehealth.com
970-490-1000
OR
Jasmine Schwarz (Commons)
Jasmine.schwarz@columbinehealth.com
970-449-5541 (skilled nursing side)
Kaitlin Kirschner (assisted living)
Kaitlin.kirschner@columbinehealth.com
970-449-5540 (assisted living side)

Sari Oberndorf (New Mercer Commons)
sarah.oberndorf@columbinehealth.com
970-495-1000
OR
Rebecca Wohlers/ Patrick Gillen (Lemay Avenue)
Rebecca.wohlers@columbinehealth.com/
patrick.gillen@columbinehealth.com
970-482-1584
OR
Stefanie Merrell (The Winslow, Independent Living for Seniors)
Stefanie.Merrell@columbinehealth.com
970-492-6200
OR
Molly Gray (Lakeview)
Molly.gray@columbinehealth.com
970-278-4000
OR
Carla Schmeider (North Shore)
Carla.schmeider@columbinehealth.com
970-667-6111

Number of Internship Positions: Fall__5-15___ Spring__5-15___ Summer__5-15__

ANNOUNCEMENT:

Please go to the Columbine Health Systems’ website at www.columbinehealth.com to fill out an internship application. You will find the application under the “Join Our Team” tab on the main page. You will be contacted for an interview prior to placement.

Description of Agency:

Columbine Health Systems is a locally-owned and operated health care organization located in Northern Colorado since 1971. Our spectrum of services includes skilled nursing facilities, independent living, assisted living, home care, pharmacy services, medical equipment and supplies, and rehabilitation and therapy services. We currently have three campuses located in Windsor, Loveland and Fort Collins, Colorado.

Description of Population:

These sites mostly serve older adults. The older adult population includes those who can live independently to those with physical and cognitive disabilities which interfere with function and safety and require mild to moderate assistance with activities and/or supervision of daily living as well as those who are in Hospice care.
Requirements:
A criminal background check and tuberculosis test will be provided by the facility.

Duties to be Performed by Intern:
Various placements within the site are listed below. Let us help you better fulfill your internship experience by custom fitting your interests to the positions available. Visit Columbine’s website at www.columbinehealth.com for more information on Columbine and to fill out the on-line intern application form found under the “Join Our Team” tab (*Note: There is a word limit on the application process so be sure to be concise about your goals. If you exceed the word limit, your application form will not submit.)

SKILLED NURSING FACILITIES - Columbine Health Systems boasts five skilled nursing facilities. Services include 24-hour skilled nursing care, physical, occupational, respiratory, and speech-language therapy, secure memory units, group and individual activities, and transportation to medical appointments.

Centre Avenue Health & Rehab --- 815 Centre Avenue, Fort Collins
Columbine West Health & Rehab --- 940 Worthington Circle, Fort Collins
Lemay Avenue Health & Rehab --- 4824 S. Lemay Ave, Fort Collins
North Shore Health & Rehab – 1365 West 29th Street, Loveland
Columbine Commons Health & Rehab --- 1475 Main Street, Windsor

- Activities - Assist with planning and conducting group and individual activities.
- Admissions/Social Services - Establish working relationship with patients/residents and their families in a mix of long-term care clients, dementia care, hospice populations, along with short-term rehab clientele. Build on organizational skills while learning documentation, care, financial counseling, discharge planning, social history, social interventions and community resources.
  Support and facilitate as required.
- Dietary - conduct initial dietary assessments. Review menus and diet options. Participate in individual care planning and charting requirements with Registered Dietitian supervision.
- Advantages (summarized from statements by previous interns)
  - Exposure to teamwork and the functionality of a skilled nursing facility
  - Enhance organizational, computer, and people skills
  - Learn professional conduct in the work environment

ASSISTED LIVING FACILITIES – Assisted living at Columbine Health Systems is a balanced lifestyle. Independence is maintained without sacrificing care. Residents are encouraged to remain active and independent while receiving assistance with those daily living activities that have become difficult.
Lakeview Commons --- 1422 West 29th Street, Loveland
New Mercer Commons --- 900 Centre Avenue, Fort Collins
Columbine Commons --- 1475 Main Street, Windsor

- **Activities** - Assist with planning and conducting group and individual activities.

- **Admissions/Social Services** - Establish working relationship with patients/residents and their families and assist with assessments and documentation. Supervise/secured assisted living for older adults (70-100 years of age) requiring mild to moderate assisted daily living and/or supervision.

- **Dietary** - conduct initial dietary assessments. Review menus and diet options. Participate in individual care planning and charting requirements with Registered Dietitian supervision.

- **Advantages** (summarized from statements by previous interns)
  - Learn how to work successfully with adults, and how to present with confidence in front of a large group of people.
  - Learn strategies for behavioral challenges.
  - Enhance communication skills with families.

**INDEPENDENT LIVING FACILITIES** - Nestled along the foothills of the Rockies, two choice Colorado cities offer beautiful scenery and a comfortable climate. Columbine Health Systems, located only in Northern Colorado, offers three independent living communities:

- **The Winslow --- 909 Centre Avenue, Fort Collins**
- **The Worthington --- 900 Worthington Circle, Fort Collins**
- **The Wexford --- 1515 West 28th Street, Loveland**

- **Activities** - Work with the Activities Director to ensure residents are maintaining his/her own lifestyle; plan and execute an activity that includes opportunities for mental stimulation, recreation, and a creative endeavor; complete initial interview process for new residents; attend resident care conferences; assist with the execution of a variety of activities; develop an individual activity plan for residents based on documented needs and interests found through interviews, observations, and research.

- **Dietary** - conduct initial dietary assessments. Review menus and diet options. Participate in individual care planning and charting requirements with Registered Dietitian supervision.

- **Advantages** (summarized from statements by previous interns)
  - A great networking opportunity with Columbine Health professionals.

**Recommendations for coursework or experiences prior to placement:**
- Knowledge in gerontology, psychology, dietetics, health care, social work, or related field
• Solid foundation in Human Development, with emphasis on geriatrics including, but not limited to, life changes, health issues, family issues, dementia & Alzheimer’s disease.
• Ability to verbally communicate and document accurately
• Good organizational skills
• Experience in working with geriatric population a plus
• Knowledge of dementia and Alzheimer’s disease beneficial
• Outgoing personality with good people skills
• Respect confidentiality
• Computer skills
• Sense of humor
The Courtyard of Loveland

605 California Ave.
Loveland, CO 80537

Site Contact:
Name: JoAnne Gattoni
Phone: 970-667-3342
Email: activities@courtyardofloveland.com

Number of Internship Positions you would like to offer each semester:

Fall __1-2__  Spring __1-2__  Summer __NONE__

Description of Agency:
Since opening in March of 1989, the Courtyard of Loveland is a smaller assisted living facility that provides residents with a homelike place to live as they become frail. Our mission is to provide choices to the elderly about their daily living and nurture an atmosphere of dignity and well-being for its residents. The Courtyard strives to improve the overall health and independence of the residents through oversight of their medical, social, nutritional, and wellness activities.

Description of Population:
Being an assisted living facility, the Courtyard serves adults ranging from the ages of 25 to 102. Although that may seem like a wide range of ages, most all of our residents are ages of 73 and older. The Courtyard provides a home and support services to meet the needs of our residents who are unable to perform, or who need help in performing certain activities of daily living. We provide assistance with meal preparation, household chores, managing medications, dressing or bathing. The residents who live here generally have less complicated medical problems than those living in nursing homes. The Courtyard enables seniors to remain in a home-like setting in their community and promotes their independence and dignity.

Requirements and expectations for Interns:
In order to provide quality care and provide our residents with the dignity and respect they deserve we expect all interns to follow the same code of conduct that our care staff follows and complete the orientation all staff members fulfill. This includes and is not limited to: understanding that negative attitudes and idle gossip is unacceptable especially with residents, treating the internship as if it were a job by following schedules and reporting to work on time, unless discussed otherwise, adhering to resident rights policy, cell phones and electronic devices must be turned off during work hours, use is permitted during breaks and lunch, and follow HIPPA guidelines.
**Duties to be performed by Intern:**
The duties of the intern will mostly include assisting the Activities Coordinator in organizing and facilitating daily activities for our residents. Some of these duties may include: gathering residents for various activities and daily morning exercise, facilitating or helping facilitate various activities (which may include trips outside of the facility), helping plan the monthly activity calendar and coming up with own resident group/activity, help organize, write and distribute monthly calendar/newsletter, performing activity assessments, helping manage our website and social network accounts by writing blogs that pertains to this population, facilitating resident council meetings, and/or providing support to any of the care staff.

**Recommendation for coursework or experiences prior to placement:**
Experience with older adults is preferred but not required. The intern must have knowledge of older adults and have a passion for this population. Working with this population can be hard at times, but overall it is very rewarding.

**Potential Drawbacks:**
The Courtyard serves the aging population so emotional situations such as, grief and loss situations or discharges to a higher level of care, may occur during the intern’s time here. Each one of our residents has different needs and the intern will learn to accommodate those needs as necessary.
Elderhaus Adult Day Care Programs

6813 S. College
Fort Collins, CO 80525 (as of August 2015)

Site Contact:
Sandie Cogswell, Volunteer Coordinator
ehvoluteer@gmail.com
970-221-0406

Number of Internship Positions: Fall___6__ Spring___6___ Summer___2___

Description of Agency:
Elderhaus/Mindset is an active adult day program serving adults of all ages that have special needs, require a bit of supervision or assistance, or simply desire socialization and/or activities. As a day program, we are open Monday through Saturday, 8am to 5pm, and we are able to accommodate flexible scheduling for volunteers and students.

Description of Population:
• Adults (age 18 - 100) with a diverse range of diseases/disabilities such as traumatic brain injuries, developmental disabilities, Alzheimers, Down Syndrome, dementia, and/or physical disabilities.

Duties to be Performed by Intern:
• May assist staff with activities and/or activity planning, discussions, outings, grant writing, and administrative work
• May provide 1:1 interaction with participants, i.e. reading the paper, playing cards, games, assist with meals, and offer companionship
• May assist with one of our goal-focused specialized groups (physical work-out group, hiking club, etc.)
• May work with or shadow our OT if schedule allows
• May work with or shadow our OT if schedule allows

Recommendations for coursework or experience prior to placement:
• Possibly some experience working with adults with disabilities or dementias
• Ability to be comfortable with adults with special needs

Feedback from previous interns:

Skills learned/benefits of site:
• Hands-on experiences
• Outings and field trips
• Gain knowledge about and exposure to different illnesses
• Activity planning, grant writing, caregiving, large-group cooking, counseling, writing care plans.
• In addition to weekly meetings, there is also close supervision by several supervisors. There is also sufficient time to work with individual clients on your own.
• Diversity of the experience!
• Flexibility
Potential drawbacks:

- New site location is about 7.5 miles from campus
- Our scheduled activities can and do change due to staffing, participant census, and weather; these times can be stressful as everyone “regroups”
Home Instead Senior Care

251 Boardwalk Dr. Fort Collins, Co 80525

Site Contact:
Sarah Harlow
sarah.harlow@homeinstead.com
970-494-0289

Number of Internship Positions you would like to offer each semester:

Fall____1-2__ Spring__1-2__ Summer____1-2__

Description of agency: Home Instead Senior Care's mission is to enhance the lives of aging adults and their families. As the industry leader for in-home, non-medical care, Home Instead's CAREGivers help turn clients' ordinary days into extraordinary experiences. The Home Instead Senior Care family network of locally owned franchise offices was developed with a passionate desire to be the most trusted in-home care agency, to help families keep an aging mother, father, grandparents or friends in their home as they grow older. The Home Instead office of Larimer and Weld Counties employee 250+ CAREGivers in Northern Colorado who are supported and trained to help seniors stay independent at home, living the full life we all want to live.

Description of population: The 85-and-older population is expected to more than triple between 2008 and 2050 in the United States alone. This staggering statistic not only proves the growing need for elderly home care, but also the fact that thousands of families are facing the same critical decisions. Since 1994, the Home Instead Senior Care® franchise network has been devoted to providing the highest-quality senior home care. Compassionate Home Instead CAREGivers are an invaluable resource in helping families eliminate worry, reduce stress and reestablish personal freedom. From Alzheimer's and dementia support to respite care and companionship, our more than 1000 locally owned and operated offices in 16 countries are ready to help our clients and families through this difficult time.

Requirements and expectations for Interns: Intern will need to be able to work in a fast paced environment. Must be professional and on time. A passion for helping older adults is a must!

Duties to be performed by intern: The intern will become a part of a team of professionals who have a passion for seniors. Duties performed will be based on the outcomes of the intern and goals of the agency while gaining knowledge and an understanding of senior home care.

- Lead CAREGiver groups and related wellness programs
- Assist the agency with special events and marketing opportunities
- Plan and implement recruitment and retention strategies for CAREGivers in the senior living industry
- Develop tools for CAREGivers to use in the home to promote purposeful engagement with our customers
- Assist with creating tools within the office to help track and trend business goals on daily, monthly and yearly basis
Recommendation for coursework or experiences prior to placement:
- No prior knowledge of senior care services required
- A desire to learn about senior care and passion to make a difference in people’s lives.

Other information of which to be aware: Home Instead Senior Care will provide you with a global understanding of the senior population. This position will also show the importance of employee retention strategies. Home Instead is a great place to discover your desire to work with seniors and the many opportunities the gerontology field has to offer.
Pets Forever

Colorado State University
Fort Collins, CO 80523

Site Contact:
Name: Lori Kogan, PhD
Phone: 970-491-7984
Email: lori.kogan@colostate.edu

Number of Internship Positions: Fall ___3___ Spring ___3___ Summer ___4___

Are there any specific instructions that students should follow, when contacting this site about an internship position interview? Do you conduct group interviews? Etc.:
If you are interested or have questions, please contact Lori Kogan to set up an interview.

Description of Agency:
Pets Forever is a Colorado State University sponsored non-profit program designed to help low-income elderly and disabled Larimer County residents maintain ownership of their pets for as long as possible, and to improve the health and well-being of these pets and owners by providing needed help and resources.
Pets Forever’s primary focus is to provide direct services to clients and their pets so this would mean you would be expected to help with:

- Assessment of client needs re: communication, etc.
- Great communication skills with clients, other PF volunteers and staff
- In-home animal care (e.g., dog walking, brushing, feces removal, litter box cleaning, etc.)
- Companion dog walking (walking with pet and owner)
- Transportation of animals to/from vet or groomer
- Home delivery of pet food and supplies

Pets Forever is a collaborative effort of several local companies, organizations, and Colorado State University departments and entities including the Colorado State University Veterinary Teaching Hospital. The program is designed to create opportunities for students from diverse educational backgrounds to provide community service and gain valuable real-life experience while simultaneously earning college credit.

Description of Population:
Low-income elderly and disabled Larimer County residents who own pets.
Requirements and expectations for Interns:
Requirements of the Internship Position:
• You will be required to take attend a class that meets for one hour each week. During this class you will hear from guest speakers about resources for the elderly and disabled in Fort Collins, discuss any internship issues, receive support for any difficult situations and schedule visits with clients.

Expectations:
• Attend weekly group meetings/class
• 16-20 hour/week internship expectations (including all meetings/class periods)
• Come open minded, ready to connect with a variety of clients.

Duties to be Performed by Intern:
Connect with clients
• Regular communication with clients
• In-home animal care
• Dog walking
• Cage cleaning
• Litter box maintenance
• Feeding
• Bathing
• In-home health care

Recommendation for coursework or experiences prior to placement:
No prior coursework is required. The program is looking for motivated and mature students who are eager to help those in our community who are less fortunate.

Potential Drawbacks (e.g., can be an overwhelming amount of work at times; must be able to ask a lot of questions and take initiative; more indirect service rather than work with clients)
• This work could be emotionally challenging
• You will need to travel to get to clients’ homes (a car is required)

Other information of which to be aware:
• This is an excellent opportunity to serve a vulnerable population in our community.
• Research has shown that the bond between pets and their humans is a powerful one that can promote health and well-being. This internship allows you to help people keep their pets as long as possible!
• Speaking engagement and human animal interactions research opportunities are available.
Aspen Club - UC Health Senior Services

1025 Garfield, Suite A
Fort Collins, CO 80524

Site Contact:
Jill Taylor, Senior Services Manager
jbt@pvhs.org

Number of Interns: Fall___1___ Spring___1___ Summer___NONE___

Description of Agency:
A health and wellness program for older adults that sponsors health education, screenings, hospital services and social events for older adults.

Description of Population:
• Adults and older adults – 50+ years old
• Currently 22,000+ members in our program from throughout northern Colorado

Requirements:
• Good customer service skills
• A great sense of humor
• Love and respect for older adults. The rest will come...

Duties to be Performed by Intern:
• Facilitate and plan programs
• Assist in the overall functions of a busy office that serves older adults
• Take on projects as needed
• Learn about and connect our customers to area older adult services
• Help our clients and learn from them.

Recommendation for coursework or experiences prior to placement:
• Community Resources/Senior Services
• Basic Gerontology

Advantages/strengths of this site:
• If you are original, creative, enthusiastic and energetic – and take the initiative – this site will help you learn about planning events for, and allow you to interact with, older adults.
• They are a wonderful resource for seniors, and you learn a lot about teamwork/organization.
The Seasons Club at McKee Medical Center

2000 Boise Avenue
Loveland, CO 80538

Site Contact:
Phoebe Hawley, Outreach Program Manager
970-635-4047
phoebe.hawley@bannerhealth.com

Number of Internship Positions you would like to offer each semester:
Fall 1 Spring 1 Summer NONE

Description of Agency:
In 2004, the Seasons Club was created as an outreach program designed to enhance the quality of life for adults age 50 and better. We offer programming in three areas: health promotion, education and recreation. Examples of our programming include; Posit Science™ Brain Fitness, AARP Driver Safety Course, A Matter of Balance, Medicare education and counseling, day trips, tours and extended travel.

Description of Population:
The majority of our programming incorporates persons aged 50 and better participating by choice. Some resource navigation and Medicare education/counseling participants are adults under the age of 50.

Requirements and expectations for Interns:
All representatives of the Seasons Club are expected to deliver excellent service to all internal and external customers.

Duties to be Performed by Intern: Duties are tailored to intern’s interest, by will be inclusive of all aspects of the Seasons Club’s programming areas. A special project identified by the intern and agreed upon by club manager will be incorporated as part of the internship.

Recommendation for coursework or experiences prior to placement:

Potential Drawbacks:
Participant volumes vary. Calls and visitors can come all at once. Staff and interns must maintain positive customer interactions, despite being drawn in multiple directions.
Adoption Dreams

2000 Boise Avenue
Loveland, CO 80538

Site Supervisors:
Ginger DeReus, Director of Development 303-995-0000 cell
Cindy Sarai, MSW, Founder Executive-Supervisor (HDFS undergrad) 970-227-7018 cell
Case workers/Direct supervisors of interns: Emily Seccombe(HDFS) 970-232-6600, Hannah Johnson(SW) 970-232-6545

Address: 316 West Mulberry Street, Fort Collins, CO 80521
Site Contact phone: 970-493-2557

Number of Internship Positions you would like to offer each semester:
Fall  X  Spring  X  Summer  X__Based on availability and flow of business__

Description of Agency:
Adoption Dreams Come True, Inc. a fully licensed non faith based Child Placement Agency, a 501c (3)non-profit organization, offers State Wide domestic adoption services with a sliding fee scale. We work with all ethnic, sexual orientation and religions. Free birth parent counseling around all options (parenting, adoption and abortion). The agency staff has assisted in the placement of over 500 children and has served hundreds of birth parents and adoptive families as well as provided outreach and education to the community. We have a resource room that serves children 0-2 years of age with diapers, clothing and accessories.

Description of Population:
Diverse-socioeconomic, race, religion and sexual orientation
Adoptive Parents
Birth Parents faced with an unplanned pregnancy
Indigent Children 0-2 years of age

Requirements and expectations for Interns:
Commitment to hours
Be on time
Dress appropriately for the work environment
No personal calls, Facebook etc.
Organized
Willingness to do all and any tasks
Be respectful of supervisors, staff, volunteers and clients

Duties to be performed by Intern:
Shadow and participate as instructed by the caseworker
Case notes and assisting in resource and referral
Will work in the Dream Room with clients as well as stocking and
Data input.
Office work
Fundraising

Recommendation for coursework or experiences prior to placement: Revised 10/30/2015 *** PLEASE DO NOT CONTACT ANY SITES PRIOR TO THE INTERNSHIP PLACEMENT ORIENTATION MEETING*** Page 50 of 91
Not required but would be helpful

1. Families in the legal environment
2. Child development
3. Social work electives

**Potential Drawbacks (e.g., can be an overwhelming amount of work at times; must be able to ask a lot of questions and take initiative; more indirect service rather than work with clients**

1. Clients come to us in hard situations, it can be emotionally draining
2. They will get direct contact with clients when possible but will have indirect service as well
3. Babies come at all times and may not be when an intern is available.
4. Writing and work load can be over or underwhelming depending on the flow of business
5. Needs to be self-motivated
6. Needs to work well with a team
7. Needs to be able to give and receive constructive feedback

**Other information of which to be aware:**

We are looking this semester for interns who will be graduating in May for a potential hire. There is no guarantee of hire but there is possibility.
Boys and Girls Clubs of Larimer County

1608 Lancer Drive
Fort Collins, Co

Site Contact:
Kaycee Headrick, Unit Director
fcdirector@bgclarimer.org
970-372-6045 (office)
http://www.begreatlarimer.org/

Number of Internship Positions: Fall___4___ Spring___4___ Summer___NONE___

Description of Agency:
A safe place for kids after school and during summer offering programs in character and leadership development, health and life skills, and the arts and sports/recreation/fitness, and Education and Career Development.

Description of Population:
• 6-18 years old

Requirements:
• Enjoy working with youth
• High energy
• Self-starter
• Ability to work with minimal supervision
• Like children
• “Program” focused

Duties to be Performed by Intern:
• Homework help and tutoring
• Run programs with small or large groups
• Supervise youth
• Provide positive role model
• Assist with paperwork
• Run programs for children
• Small group and large group
• Talk individually with children
• Establish a set of rules and expectations for room
• Create fun and engaging games and activities daily
• Set up weekly programs and activity schedules for games and activities
• Ensure a physical and emotionally safe environment

Recommendations for coursework or experiences prior to placement:
• Child development class(es)
Feedback from previous interns:

Skills learned/benefits of site:
• Sharpened communication skills with clients and coworkers
• Learned assertiveness with children and adolescents
• Learned how to take initiative
• Flexibility; ability to work with a variety of age groups; negotiation skills

Potential Drawbacks:
• Must be able to work in an environment without a lot of organization
• Not as professional and structured as I like; it seemed like we were only there to babysit, answer questions, keep kids from fighting, etc.
• A bit unstructured, so sometimes it is difficult to communicate.

Other information of which to be aware:
• A great way to gain experience working with a diverse population of children varying in age from 6-15 years.
• Will learn the struggles/challenges of working in a nonprofit agency
• You must be a total self-starter or you might be bored a lot.
• No “base” knowledge given, so if you want information you have to ask. If you want to be challenged, ask.
• Ask questions; keep the lines of communication open with your Site Supervisor.
**Campus Connections (formerly known as Campus Corps)**

142 Gifford Building  
Colorado State University  
Fort Collins, CO  
[http://www.hdfs.chhs.colostate.edu/students/undergraduate/campusconnections/](http://www.hdfs.chhs.colostate.edu/students/undergraduate/campusconnections/)

**Site Contact:**  
Name: Mackenzie Miller, M.S.  
Phone: (970)-492-4004  
Email: Mackenzie.Miller@colostate.edu

Please email Mackenzie to schedule a summer 2016 interview.

<table>
<thead>
<tr>
<th>Internship Positions offered: Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>(number of positions vary with semester)</th>
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</table>

Please note: Summer 2016 Interns will NOT participate in Campus Connections labs as we do not run over the summer. Interns will have client contact through Teen Group that is a therapeutic and interactive support group for the same population of youth. Interns will also participate in youth recruitment for the fall semester by supporting the youth intake process and preparing for the fall semester.

**Internship Placement details for this site:**
Students should email Mackenzie Miller at Mackenzie.Miller@colostate.edu to schedule an interview time.

During the group interview, students learn about the internship site and respond to interview questions as a group. Students are also given an internship application and must submit it the next business day. Please bring a copy of your resume to the interview.

**Description of Agency:**
This internship site provides experience with Campus Connections (CC). Campus Connections is a program run through the Department of Human Development and Family Studies and is located in the Gifford Building. For more information, please visit:  
[http://www.hdfs.chhs.colostate.edu/students/undergraduate/campusconnections](http://www.hdfs.chhs.colostate.edu/students/undergraduate/campusconnections)

Campus Connections is a campus-based therapeutic mentoring program that works with at-risk youth referred from the juvenile justice system (including the Juvenile Court Magistrate, District Attorney’s Office, Probation, Department of Human Services, etc.). Youth mentees are matched with CSU undergraduate students one evening a week for four hours over a 12 week period. Mentoring takes place in a group setting and focuses on individualized academic and career support to establish future goals and help youth work towards achieving those goals. Mentors work with youth to familiarize them to the college atmosphere and vast opportunities college provides with weekly walks around campus. Then youth and their mentors engage in a variety of positive social and recreation alternatives to delinquency. Interns attend one night of campus Connections and participate in various additional duties behind the scenes.

**Description of Population:**
Approximately 150 at-risk youth referred by the juvenile system with minor offenses (i.e., minor in possession, vandalism), schools, department of human services, community agencies, and directly from families. Interns will also work in the office with CSU faculty, staff, graduate and undergraduate students.
Requirements and expectations for the Internship Position:

Interns will:

- Develop professional skills including professionalism with CSU colleagues and community members, organizational skills, group activity facilitation, case record keeping, one-on-one mentoring, written and oral communication, computer skills, & experience with youth.
- Learn the best practices in mentoring and apply knowledge in lab with youth.
- Actively participate in a formal response to a community defined need by providing local youth with responsible mentors who can learn to identify youth’s needs and strengths.

Role of the interns at this site and Requirements of the Internship Position (i.e., job description):

Role of interns at site and requirements of the position:

- Interns are critical members of the Campus Connections team and hold significant responsibility.
- Interns will also work in the office with youth, families, CSU faculty, staff, graduate and undergraduate students.
- It is required that interns attend all training sessions held for Campus Connections. These dates will be provided during the recruitment process.
- Interns attend one lab session per week (3-9pm) in a leadership capacity, and work the balance of their hours on a weekly schedule.
- All interns have coordinator roles for specific aspects of the program such as the Food Bank, Sports Equipment, Case Management, Recruitment, and Learning Communities. Interns will work directly with their supervisor to learn these roles and responsibilities.
- Additional duties may include conducting intakes, recruiting youth at schools, supervising youth on a bus to/from Loveland, supervising CSU student mentors, and other duties described below.
- Interns are required to register for a minimum of 6 credits, but Campus Connections prefers 7-8 credits.

Requirements and expectations for Interns:

- Minimum of 6 credits of HDFS 488 required (18 hours per week including being a mentor coach one night a week (Mon-Thurs) from 3-9pm) [Summer interns may be considered for 5 credits].
- Ability to keep client information confidential
- Ability to communicate status of tasks and logistics of Campus Connections
- Responsible, prompt, and conscientious
- Organized and attentive to detail
- Ability to work independently and take initiative, but also be a team player
- Interest in working with adolescents, couples, and families
- Interest in gaining clinical experience in human services
- Ability to work with at-risk youth
- Ability to pass criminal background check

Duties to be Performed by Intern (may include some of the following):

- During fall and spring semesters, serve as a Mentor Coach two nights a week with Campus Connections (additional client contact hours available during Campus Connections including youth intakes and our Teen Therapy Group)
- Lead pro-social activities for youth, supervise mentors, and lead group discussions
- Coordinate sports equipment for Campus Connections activities

PLEASE DO NOT CONTACT ANY SITES PRIOR TO THE INTERNSHIP PLACEMENT ORIENTATION MEETING
• Supervise mentee early arrival room
• Supervise and assist in coordinating the Loveland Campus Connections Bus bringing mentees from the Loveland community
• Communication with youth and families on the phone and in person
• Schedule intakes for Campus Connections clients
• Assist with mentor reflection assessments
• Assist as a TA for Campus Connections and grade weekly mentor journals and assign weekly points for weekly tasks of mentors
• Assist MFT faculty on campus Connections related projects
• Assist Case Manager with youth files and communication
• Coordinate logistics of special clinical programs and services
• Assist with recruitment and registration for mentors
• Assist Case Manager with recruitment of mentees
• Assist with program evaluation of program
• Assist with Foodbank coordination for Campus Connections
• Assist with student mentor recruitment
• Assist with recruiting for the Campus Connections Learning Community (Research Assistant recruitment, mentor coach recruitment, returning mentor recruitment etc.)
• Contact with community partners including Center for Family Outreach, District Attorney, School Counselors, School Resource Officers, etc.
• Review of academic readings on mentoring and Marriage and Family Therapy
• Basic office working including: answering phones, mailings, filing, shredding, computers, excel spreadsheets etc.
• Additional duties as needed
• Weekly intern meeting

Recommendation for coursework or experiences prior to placement:
• Preference to students who have completed at least one semester as a Campus Connections Mentor
• HDFS 311

Feedback from former interns
Skills learned/benefits of site
• Opportunity to work one-on-one with youth
• Increased understanding of adolescent development
• Leadership and supervisory experience
• Broaden understanding of social justice and community needs
• Develop understanding of how therapy and non-profit programs operate
• Develop organization and communication skills
• Gain professional skills with faculty and clients
• Learn how to take initiative
• Develop relationships with at-risk youth and other CSU mentors and faculty
• Participate in the Campus Connections learning community
• Opportunity to work with supportive staff
• Develop extensive computer skills (excel, powerpoint, publisher, etc.)
• Understand program evaluation
• Experience with grant writing
• Develop teaching and leadership skills

**Potential Drawbacks** (e.g., can be an overwhelming amount of work at times; must be able to ask a lot of questions and take initiative; more indirect service rather than work with clients)
• Must be able to ask questions and take initiative
• Must be responsible, reliable, and flexible
• Must be professional
• Ability to respect professional confidentiality policies
• Extensive computer work
• Two evenings per week is preferred for interns to participate in the Campus Connections program.

**Other information of which to be aware:**
• Every day involves different tasks, must be open-minded
• An amazing place to learn about graduate and non-profit programs
• This site provides opportunities to learn many different skills and gain experience in a number of different areas
• Interns are respected as any other staff member and are given significant responsibility
• Many former interns report getting professional positions after graduation because of their experience with CC

**Former Intern Comments about Campus Connections:**
• “It is truly amazing how the program has had such a profound impact on [my] professional endeavors. [In my current job] I provide behavioral interventions for some of the most challenging situations I could have ever imagined, and it needless to say that my experience in Campus Connections was the perfect segue to my current job!”

--Email from an intern 1 year after graduation.
Child Trauma and Resilience Assessment Center

142 Gifford Building  
Colorado State University  
Fort Collins, CO

Site Contact:  
Deborah Chen, M.S.  
Phone: (970)-491-5302  
Email: ctrac@colostate.edu

<table>
<thead>
<tr>
<th>Number of Internship Positions:</th>
<th>Fall 1</th>
<th>Spring 1</th>
<th>Summer 1</th>
<th>(approximate number of positions, may vary with semester)</th>
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**Please note:** Minimum of 6 credits of HDFS 488 required (18 hours per week including being available all day Fridays (8-5 pm)

CTRAC interns are recruited through an individual interview process. Multiple meetings are scheduled for each semester. Students should email Deborah Chen at ctrac@colostate.edu to arrange an interview time. During the interview, students learn about the internship site and respond to interview questions. Students are also given an application and must submit it the next business day. Please bring a copy of your resume to the interview.

Description of Agency:

This internship site provides experience with trauma assessments. CTRAC is a program run through the Department of Human Development and Family Studies and is located in the Gifford Building. For more information, please visit: [http://www.ctrac.chhs.colostate.edu](http://www.ctrac.chhs.colostate.edu)

CTRAC is a campus-based trauma assessment center that works with at-risk youth referred from the Larimer County Department of Human Services. Children between the ages of 3 and 18 are screened for trauma history and symptoms by DHS and those who score above a certain range are sent to CSU for a high level trauma assessment. CTRAC conducts 2 assessments every Friday. Interns attend the full day of assessment and participate in various additional duties behind the scenes including phone and in-person contact with collaterals.

Description of Population:

At-risk youth with significant trauma histories referred by Larimer County DHS. Interns will also work in the office with CSU faculty, staff, graduate and undergraduate students.

Interns will:

- Develop professional skills including professionalism with CSU colleagues and community members, organizational skills, case record keeping, written and oral communication, & experience with children, adolescents, families and the various agencies involved with them.
- Learn the best practices in trauma informed care.
Role of the interns at this site and Requirements of the Internship Position (i.e., job description):

- Interns are critical members of the CTRAC team and hold significant responsibility.
- Interns will also work in the office with youth, families, CSU faculty, staff, graduate and undergraduate students.
- It is required that interns attend all training sessions held for CTRAC. These dates will be provided during the recruitment process.
- Interns attend work every Friday and the balance of their hours on a weekly schedule determined together with the CTRAC Assistant Director. Interns will work directly with their supervisor to learn these roles and responsibilities.
- Additional duties may include conducting intakes, interviewing teachers, caseworkers, mentors, etc, supervising children during assessment breaks, supervising CSU student mentors, and other duties described below.
- Interns are required to register for a minimum of 6 credits, but CTRAC prefers 7-8 credits.
- Requirements and expectations for Interns:
  - Minimum of 6 credits required (18 hours per week including Fridays from 8 a.m. – 5 p.m.)
  - Ability to keep client information confidential
  - Ability to communicate status of tasks and logistics of CTRAC
  - Responsible, prompt, and conscientious
  - Organized and attentive to detail
  - Ability to work independently and take initiative, but also be a team player
  - Interest in working with children, adolescents and families
  - Interest in gaining clinical experience in human services
  - Ability to work with at-risk youth
  - Ability to pass criminal background check

Duties to be performed by Intern (may include some of the following):

- Be available for duties as needed on Fridays during trauma assessments
- Interview collaterals of child in preparation for trauma assessment report
- Prepare social history reports
- Help to write portions of the trauma assessment report
- Supervise and assist in coordinating RA trauma assessment work
- Communicate with families on the phone and in person
- Schedule intakes for CTRAC clients
- Assist with mentor reflection assessments
- Assist as a TA for CTRAC and grade weekly mentor journals and assign weekly points for weekly tasks of mentors
- Assist MFT faculty on CTRAC related projects
- Assist Case Manager with CTRAC related projects
- Assist with program evaluation of program
• Contact with community partners including
  Mentors, Caseworkers, Therapists, School Counselors, School Resource Officers, etc.
• Review of academic readings on Trauma
• Basic office working including: answering phones, mailings, filing, shredding, computers, excel spreadsheets etc.
• Additional duties as needed
• Weekly intern meeting
• Recommendation for coursework or experiences prior to placement:
• Preference (but not requirement) to students who have completed at least one semester as a CTRAC RA

Feedback from former students in this role/Skills learned/benefits of site:

• Opportunity to work one-on-one with youth and families
• Increased understanding of child and adolescent development
• Leadership and supervisory experience
• Broaden understanding of social justice and community needs
• Develop understanding of how therapy and non-profit programs operate
• Develop organization and communication skills
• Gain professional skills with faculty and clients
• Learn how to take initiative
• Develop an understanding of trauma, intergenerational trauma and trauma informed care
• Opportunity to work with supportive staff

Drawbacks

• Work can be emotionally intense.
• Must be able to ask questions and take initiative
• Must be responsible, reliable, and flexible
• Must be professional
• Ability to respect professional confidentiality policies
• Extensive writing

Other information of which to be aware:

• Every day involves different tasks, must be open-minded
• An amazing place to learn about graduate and non-profit programs
• This site provides opportunities to learn many different skills and gain experience in a number of different areas
• Interns are respected as any other staff member and are given significant responsibility
The Center for Family Outreach - “The Center”

Site Contact:
Victor Gavaldo, Executive Director
victorg@tcffo.org
Phone: 970-495-0084

Number of Internship Positions: Fall___3___ Spring___3___ Summer___NONE___

Description of Agency:
We are a non-profit that provides prevention, education, and diversion programs for young people ages 10-18. We provide life enhancement skills, drug and alcohol classes and education classes on anger, bullying, and communication. We receive our referrals from courts, probation, families, drug court, district attorneys, and the community.
We also have a parenting information series for parents who are seeking more information on adolescence.

Description of Population:
• Ages 10-18 boys and girls
• The students are in gender specific classes
• We also serve parents.

Requirements:
• To have a strong passion to work with teenagers
• Being able to connect and communicate at adolescents’ level
• Being able to multitask

Duties to be Performed by Intern:
• Assist in facilitation
• Recruit speakers for classes
• Lesson planning
• Develop a print video library
• Deliver fliers to schools
• Survey students in schools
• Work one-on-one with adolescents
• Compile information
• Perhaps grant writing

Recommendations for coursework or experiences prior to placement:
• Must like to work with adolescents and families
• Flexibility, Multi-tasking, & Great organization skills
• Excellent interpersonal skills
• Writing ability
Feedback from previous interns:

Skills learned/benefits of site:
• Lots of attention from case workers
• Gain case management skills
• Make sure clients are making it through the diversion program

Potential drawbacks:
• Sometimes the clerical work is unorganized
• There is a lot of work and multitasking to be done
• The environment is chaotic, and sometimes interns are not given instructions.

Other information of which to be aware:
• There is usually more than one intern
• The site is small so there is a lot of involvement in all aspects of the program. You get to know the whole process well.
• Some of the children are pretty tough to work with, and definitely know how manipulate situations
• Take the initiative to find out what needs to be done, and then do it!
• Skills working with adolescents are particularly important
• Connecting and effectively communicating on the same level is also important
• The Center has included a role model aspect to their program, and the information they may be expecting from interns who work within this program may include the following (it might be helpful to ask about the following in the interview):

Students that are enrolled in the Role Model Program are eligible for a credit hours internship through their various colleges. Students accepted for an internship will work for approximately 20 hours per week for a semester, gaining valuable experience in a juvenile justice setting. The students will assist as well with a homework hotline, tutoring, second languages, literacy lab, employment, and life skills.

Students accepted for internships will work approximately 20 hours per week for an entire semester to gain valuable, direct experience in a typical juvenile justice setting. Students can be placed at their choice of several programs within the center. During internships, students may perform various tasks including compiling information for classes, assisting case managers at THE CENTER, and mentoring the youth in after school activities such as the ones mentioned below.

As part of the internship students are required to submit bi-weekly journals detailing their experiences and are also required to write a term paper on a topic in juvenile justice. Lastly, during the course of the internship, students are required to attend bi-weekly meetings. These meetings are group meetings with all the current interns and are designed to provide interns with staff support. In addition, the meetings provide all interns the opportunity to share their experiences and support each other.
Cooper Home Learning 4 Living- Poudre School District

217 E Swallow Road
Fort Collins, CO 80524

Site Contact:
Name: Gayna F Jobe, ACE Transition Coordinator
Phone: 970-484-7836
Email: gjobe@psdschools.org

Number of Internship Positions you would like to offer each semester:
Fall___1__ Spring___1__ Summer_NONE_

Description of Agency:
We are a transition program with the PSD that works with young adults ages 18-21 with mild to moderate disabilities. We focus on the transition domains of functional academics, daily living skills, recreation and leisure activities, employment, social and emotional health. Our goals are to help students achieve their IEP goals within the transition domains.

Description of Population:
Students with mild to moderate disabilities ranging from Down Syndrome, Autism, Intellectual disabilities, and learning disabilities between the ages of 18-21.

Requirements and expectations for Interns:
• Desire to work with this population within a community setting
• Be involved with helping the young adults learn to self-advocate for themselves.
• Interns would be required to assist the young adults in their transition process covering everything from learning how to ride the city bus in Fort Collins, to recreating within the city.

Requirements of the Internship Position:
Our expectation would be that the intern would be available on a consistent schedule. Our school day is from 8:30-2:30. We would require that internship hours be completed, when the students are present.

Expectations:
Interns would need to be professional, be comfortable with leading groups and teaching individual students with disabilities in a variety of settings. They would need to be able to communicate with the students in a professional manner and set clear professional boundaries. They would need to be a team player. After they are familiar with the students and the program they should be able to show initiation and independence in helping students within the community.
The main expectation would be that the intern would represent themselves in a professional manner, be willing to work within the community with students

Duties to be performed by Intern:
Working one on one and small group interactions with students within the community setting of Fort Collins. Possibly do job coaching for students one on one. Work with students on accessing the
community of Fort Collins by riding the city bus. Work within the house setting helping students with meal planning, meal preparation, grocery shopping, and clean up. Interns would participate with students within the community planning and participating in recreation activities. Follow up with and collecting data on student goals.

**Recommendation for coursework or experiences prior to placement:**
Familiar with young adults with disabilities. Interns should be able to recognize the difference between supporting students and enabling them, in order to support them with their transition.

**Potential Drawbacks**
Potential drawbacks are that the Interns are with the student population for the entire time during the internship with little time for planning periods, etc. The other drawback is that the students occasionally have behaviors that can be challenging to deal with. An intern would need to be patient and be able to adapt to changes in routine. Each day is very varied and can be different from the next. One would need to show great flexibility. There are at times when the supervising teacher is not as accessible to the intern because she may be in the community with a different small group of students, so the intern would be able to problem solve.

**Other information of which to be aware:**
This program is a community based program that is very fast paced at times due to the students having individual work schedules as well as activities that they attend within the city of Fort Collins. Each student has at least one internship site they attend within the community. There is also a group component to the program as well. We do group activities that focus on the various transition domains of social and emotional health, recreation and leisure, accessing the community via the TRANSPORT, functional academics, daily living skills and vocational/ career activities. The program is located in a house within the city of Fort Collins.

We are trying to help each student achieve their maximum level of independence. We treat the students as young adults; therefore they call all of the staff by their first names. We recognize the challenges they face with having a disability but we don’t let them use their disability as an excuse for not trying.
Crossroads Safehouse

P.O. Box 993
Fort Collins, CO 80522

Site Contact:
Shannon Lopez
970-530-2353, ext. 202
slopez@crossroadssafehouse.org

Number of Internship Positions: Fall___3___ Spring___3___ Summer___3___

Description of Agency:
Crossroads Safehouse provides emergency shelter, support groups, individual advocacy, legal advocacy, and resource education to victims of domestic violence.

Description of Population:
Crossroads Safehouse serves all victims of domestic violence, including men and members of the LGBTQ community. The primary populations served are women and their children.

Requirements:
Candidates must:
• Must attend a 15 hour Crossroads volunteer training during their internship, in depth on-site training with their internship supervisor, and must be willing to participate in both DART (Domestic Abuse Response Team) and Time To Talk (teen dating violence prevention) programs as needed.
• Interns must meet with their internship supervisor weekly for check-in and debriefing.
• Submit a resume and cover letter to the email above in order to be considered for placement.
• Choose to apply for one of three available internships; working with the Youth Program, Legal Program or Outreach Program.

Duties to be performed by Intern:
• Shadowing weekly support groups for women and children, facilitating at least one during the semester.
• Shadowing residential advocacy sessions, client intakes, client exits, and performing each task as needed.
• In person crisis intervention with residents.
• Over the phone crisis intervention with clients.
• Helping residential advocates with the upkeep of the safehouse.
• Working with their site supervisor on program specific projects and development in the shelter.

Recommendations for course work or experiences prior to placement:
• It is recommended (not required) that interns have at least one Women’s Studies course, and have an understanding of intimate partner abuse.
• It is recommended (not required) that interns interested in working with youth have at least one Child Development course.
**Feedback from previous interns:**

**Skills learned/benefits of site:**

- Every day is different and there is always something to do.
- It is important to be self-directed, independent, but also able to set limits for yourself and ask questions.
- You will learn to jump into whatever situations may arise.
- You will learn how to take crisis calls, present teen dating-violence curricula, and practice crisis intervention.
- There is a lot of contact with clients and staff.
- Organization: My planner became my best friend.
- I learned the difference between “empowering others” and “rescuing” – an important distinction for those in social services.
- The site will let you try almost anything, so don’t limit yourself just to women or children or legal programs. Be open to all experiences.
- I gained the ability to work with many different personalities.

**Potential drawbacks:**

- It can be difficult to get to know the women and children, and then they move out. You may not know where they are actually going, and that can be hard.
- On-going crisis can be emotionally draining.

**Other information of which to be aware:**

- Taking initiative is an important aspect of this internship. There are always tasks that need to be done.
- It is vital that you are able to set limits for and take care of yourself.
- Be prepared to deal with crisis and know how to separate yourself emotionally from situations.
- The site is a great place to find out if you want to work in the human service field and or in a residential facility when you graduate.
- Advocates and staff are always open to answer questions and offer advice pertaining to any of the above points.
Harmony House Visitation Center

3105 E. Harmony Rd. 1006 N. Lincoln Ave
Fort Collins, Co 80528 Loveland, Co 80537

Site Contact:
Jill Liken, Program Manager
Phone: 223-5966
Email: jill@CASALarimer.com

Number of Internship Positions: Fall ___6___ Spring ___6___ Summer ___4___

Description of Agency:
Harmony House is a family visitation center where supervised visitations and exchanges can occur within a warm, homelike atmosphere.

Description of Population:
Non-residential parents who are in need of supervised visitations or exchanges with their children, ages 0 - 18. This may be due to an open child welfare case with the Department of Human Services. Other families may be court ordered due to substance abuse, mental health issues, domestic violence and the presence of restraining orders/no contact orders or divorce cases when parents have shared parenting time.

Requirements:
• 20 years of age
• Mature and responsible
• Must be able to be open-minded to a diverse population of families

Duties to be performed by Intern:
• Co-case manage active clients
• Supervise visits and exchanges between parents and children using factual documentation
• Participate in daily office work including answering phones, scheduling visits and orientations, typing, filing and faxing requested documentation to attorneys, caseworkers, therapists, etc.
• Learn the intake, application and orientation process for new families
• Attend periodic in-service trainings on related topics
• Attend court to understand the legal aspect of a family who is “in the system”

Recommendations for coursework or experiences prior to placement:
• Child and human development, social work or psychology
• Some knowledge in Family Systems and parenting would be helpful, but not necessary

Feedback from previous interns:

Skills learned/benefits of site:
• Supervise families and observe unique dynamics, which is helpful for improving documentation and observation skills; lots of client-work
• Work with children who may have had difficult backgrounds
• Great exposure to Department of Human Services cases as well as seeing the affect of divorce, substance abuse and child abuse on families
• There are a variety of tasks such as supervising visits and administrative tasks
• Office duties and non-biased documentation
• On occasion there are opportunities to attend extra trainings such as the CASA conference
• Gain professional communication skills; enhance current skills
• Observation skills, confrontation skills, and communication skills (written/oral)
• Lots of chances to network (through experience with other agencies); I increased my network of people/agencies that may be professional contacts in the future.

Potential drawbacks:
• Some of typing and clerical work
• It can be emotionally exhausting or overwhelming at first; possible highly emotional situations
• Often it is very hectic with several things going on at once, which can make it difficult to get intern projects done

Other information of which to be aware:
• Flexible schedule (afternoon, evening and weekend hours)
• Awesome staff who make you feel like part of the team right away
• More indirect work; I could observe clients but not interact with them.
• Have to remain detached and unbiased
• The more you put in to the site, the more you will get out of your internship experience.
• Summer can be a slow time, so there are not as many visits and more typing.
• Approach each day or task with the thought, “What can I learn about families or people today?” Then, even typing recaps can teach you something about family interactions, the task becomes less dull and more beneficial.
• Be open to everything. Keep a good relationship with all staff members, and remember that you are working to help children be safe (everyone needs everyone else in order to make this work).
Description of Agency: The Children, Youth & Family Division of the LCDHS supports the right of children to be safe. Our goal, as partners with the community, is to provide access to information, assessment, intervention and services which support children remaining safe, stable and intact within their families and communities, while respecting the culture of each family.

Description of Population: Children & Families who are at risk, abused and neglected children, youth who have been accused of breaking the law, high needs children including those with mental health concerns, parents who need assistance in raising their children safely, families utilizing Foster and Kinship Care options as temporary placement, special needs children and Foster and Kinship Families who may or may not adopt and/or have temporary guardianship, families who are homeless or in transition, people with developmental and physical disabilities and/or limitations.

Requirements and expectations for Interns:
Candidates must have a clean background, agree to be fingerprinted and adhere to a strict drug-free workplace policy. Interns will follow a confidentiality agreement and be accountable just as staff is, according to state law. Must possess a clean driving record, have a current driver’s license, have current auto insurance as required by law and have their own, reliable vehicle. **20 hours per week availability expected.** Reliability and a willingness to learn as much as possible while performing tasks. Good written and verbal communication skills needed. Tasks include data entry into the state computer system. Life Skills and Family Partnerships Interns will have direct contact with families and children. A flexible schedule is desired when it doesn’t interfere with your classes. Good computer skills and a professional demeanor is required, although the office environment is sometimes casual. Ability to multitask and talk on the phone with people who are frustrated is a plus. An outgoing personality is desired and helpful. Must be able to work with a dynamic team and be willing to learn and to follow state CP laws and guidelines.

Duties to be performed by Intern:
Interns will be assigned (matched individually DOQ by the coordinator) to either the Life Skills Unit working with families in visitation with their children, teaching new parenting skills; or with the Family Partnership unit working with youth ages 10 to 18, and in other units when available such as Foster & Kinship care and in the Volunteer Program. The Volunteer Program seeks interns who wish to work in a...
community based program which provides services to families involved with Children, Youth & Families. Volunteer Program interns can run activities, plan events and coordinate trainings, as well as work with volunteer management software.

**Recommendation for coursework or experiences prior to placement:**
HDFS, SW, SOCIOLOGY, PSYCHOLOGY, Criminal Justice course work and child or adolescent development classes and experience working with children helpful. (Experience working with children or families in crisis is a plus for those who want direct family contact.) Any knowledge/training about addictions and their effects on family systems will be a benefit to your experience. For the Volunteer Program position, interns who have worked in the not for profit sector of our county are well qualified to plan and organize in the CYF Volunteer Program.

**Potential Drawbacks:**
Child Protection is about SAFETY, which always comes first. Difficult decisions are sometimes hard to understand, but are child centered and strength based first and foremost. Case management tasks can be very unpredictable and stressful at times due to the nature of child protection, state laws, court processes and paperwork deadlines. Most families have multiple issues, and may have prolonged contact with our services. This can sometimes be frustrating if we come into the field with unrealistic expectations for them and for ourselves. No two days will look the same and sometimes urgent tasks must be completed in a hurry.

**Benefits:** Interns will get a realistic job training experience and decide within a semester if this is the helping field and work environment they are looking for as a career. The knowledge gained by experience at CYF including various staff trainings is definitely a big opportunity for professional development. You will meet a lot of people from community programs, the mental health field, child protection services, and exceptional foster parents and will learn directly from a diverse community of biological parents and dedicated staff who want to see them succeed.

**Other information of which to be aware:**

1) Please check out our website:  [www.larimer.org/dhs/cyf](http://www.larimer.org/dhs/cyf)

2) Fill out the Online Application, link is at the bottom of the page
   a. Include your availability, Internship Hour requirement and any similar previous experience  [www.larimer.org/dhs/volunteer](http://www.larimer.org/dhs/volunteer)

3) If you do not hear back from the coordinator in 4 days, please call or email:
   a. Christina Ulrich-Jones  970-980-2239
   b.  ulrichcd@larimer.org

4) View the CDHS video about Child Protection Case Work if you are unsure what Children Youth & Family Division case workers do, or if you are interested in applying for openings after your internship.  [http://209.200.114.219/childwelfare/finalprogram768.html](http://209.200.114.219/childwelfare/finalprogram768.html)
The Matthews House

415 Mason Ct. #1 & 2220 N. Grant Ave.,
Fort Collins, CO 80524

Site Contact:
Jenny Stetson-Strange
Phone: 970-472-4293
Email: jennys@thematthewshouse.org

Number of Internship Positions: Fall___3-4____ Spring___3-4____ Summer__1-2

Description of Agency:
The Matthews House is a local, grassroots non-profit working with youth and families transitioning into self-sufficiency. Our mission is to empower young adults and families in transition who lack a significant support network by providing the resources and relationships necessary for them to take control of their lives and shape positive futures for themselves, while becoming successful contributors to their community. We accomplish this through three different programs where we Empower Youth, Strengthen Families and Build Communities.

Throughout all The Matthews House program we work with participants in five focus areas: 1) Education, 2) Employment, 3) Safe and Affordable Housing, 4) Physical and Mental Health, and 5) Independent Living and Social Skills. One-on-one Transition Facilitators (case managers) walk alongside their clients to accomplish their personal goals. In addition, The Matthews House Community Life Center (CLC) offers Education and Recreation/Experiential Education programming for all participants involved with The Matthews House and the community at-large. Programming at The Matthews House CLC includes, but is not limited to the following:

- Family Services: Family-to-family Advocacy & Outreach; Family Wellness Trainings; Family Planning Meetings; Safe Families Program; Social Development Groups
- Education Services: Homework Helpers; ESL Classes; GED Classes, INEA and computer classes. Recreation/Experiential Education Services: Physical Recreation & sports; Fine Arts & dance; Children’s Activities; Outdoor Recreation & Extreme Sports; Adventure Therapy; Family Activities & Outings

Description of Population:
The Youth Transition program works with 16-21 year olds throughout Larimer County who are aging out of foster care, involved in the justice system, are homeless, or lack significant family support. The Family Transition program works with families who have children between the ages of 0-18 throughout Larimer County who currently have an open case with The Department of Human Services, are at risk of having an open case, or are at risk of losing their children to the foster care system. The last program, The Matthews House Community Life Center, serves the Fort Collins Community at large; any family in need of resources or individualized system navigation.

Requirements and expectations for Interns:
- Complete The Matthews House Application on the The Matthews House website
- Attend an interview
- Pass a background check
- Flexible schedule; available during the evenings and/or on weekends

** Revised 4/16 **
*** PLEASE DO NOT CONTACT ANY SITES PRIOR TO THE INTERNSHIP PLACEMENT ORIENTATION MEETING***
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• Infant/Child/Adult First Aid & CPR certification – willingness to get certified
• Possess dedication, commitment, tact and enthusiasm
• Ability to problem solve and maintain cooperative relationships with staff, volunteers, and participants
• Fluency in Spanish is a plus

Duties to be performed by Intern:

1. H^2: Homework Helpers Program Assistant Internship
Homework Helpers is an after-school tutoring program that is operational Monday-Friday from 4:00-6:00pm. Currently, we serve children in grades 2-8; however, there are often times participants that will attend outside of those academic levels. The Homework Helpers Coordinator will work to staff the facility with tutors, maintain an academic and recreation curriculum that meets the needs of our clientele and facilitates a healthy and happy learning environment for the children of Poudre School District.

Key Responsibilities:

• Identify areas of support needed for present activities.
• Recruit volunteers for participation to meet the support needs.
• Act as point of contact for staff, volunteers and participants.
• Provide professional and prompt documentation for activities.
• Maintain in compliance with The Matthews House Community Life Center and Poudre School District Protocols.
• Provide ongoing support for volunteers.
• Maintain communication with parents of participants, as well as educations when applicable.

Qualifications:

• Individuals with excellent interpersonal skills who enjoy talking with people in a non-threatening environment are the best candidates for this position
• Having experience with the public is helpful, knowledge of the Larimer County community is desirable
• An openness to work with a variety of human service agency staff and with people from all walks of life and many cultures is necessary
• Clear verbal and written communication skills is a must
• The ability to listen and quickly assess urgency for someone who might be in a crisis is helpful
• Possess dedication, commitment, tact, and enthusiasm for the CLC goals is desired
• Ability to volunteer on evenings and weekends

Potential Drawbacks
A flexible schedule is required, including evenings and weekends. Interns must demonstrate initiative, ask questions, and be able to work both independently and as a team. Interns at The Matthews House are held to highest standards; weekly supervision is required.

Other information of which to be aware:
The Matthews House is a leading agency in Fort Collins and Larimer County and is being sought as a model for other social service programs throughout the State of Colorado. We currently employ 50 staff members and up to 4 interns/semester; we are excited to expand our internship program and further
make it an intricate part of our program. Our unique staff is compiled of professionals from a variety of backgrounds including Coaching, Social Work, Human Development, Therapy, Recreation, Outdoor Education, Health Exercise Science, and Psychology. Interns at The Matthews House have a rare opportunity to work alongside and learn from a large pool of knowledgeable professionals.
Neighbor to Neighbor Inc.

1550 Blue Spruce Drive
Fort Collins, Co 80524

565 N. Cleveland Ave.
Loveland, CO 80537

Site Contact:
Steve Kuehneman, Program Manager
skuehneman@n2n.org  970-488-2364

Number of Internship Positions: Fall ___ 2 ___ Spring ___ 2 ___ Summer ___ NONE ___

Description of Agency:
Neighbor to Neighbor’s (N2N) mission is to open doors and advance lives by providing housing counseling, supportive services, and multi-family affordable housing.

Description of Population:
Our clientele consists of a wide spectrum of individuals and families who have concerns or questions regarding housing in the Larimer County area. We see clients who are homeless, clients who need help paying their rent, clients who need assistance finding affordable housing, first time home buyers, and those who are home owners struggling to pay their mortgage. Interns will likely work with clients who are homeless, about to become homeless, and those who are in the initial stages of becoming self-sufficient.

Requirements:
- Quick learner
- Good attitude
- Willingness to learn new things
- Professional manner
- Empathy for clientele
- Maintain confidentiality

Duties to be Performed by Intern:
The internship opportunity at N2N is based within the Renter Program. Interns will work closely with a Housing Counselor in addition to assisting with other special event and planning exposure. Housing Counselors work one-on-one with clients in crisis, including counseling and assisting them in becoming self-sufficient by covering issues such as basic living skills, employment, budgeting, resource referral, and other specific client needs. Interns must also be willing to learn the day to day functions of working in a non-profit office setting such as covering the front desk and data entry.

Recommendation for coursework or experiences prior to placement:
- Classes and/or experience in human service related material

Feedback from previous interns:
Skills learned/benefits of site:
- Connecting with other community members
- Counseling individuals and families
- Gain knowledge of how non-profit organization works
Potential drawbacks:
- Inconsistent counseling schedule
- High client turnover rate
- Need to work hard and be dedicated

Other information of which to be aware:
- Be clear about what you are expecting from your internship experience
- Must be a hard and dedicated worker to be successful
Partners Mentoring Youth

530 South College Avenue, Unit 1
Fort Collins, CO 80524

Site Contact:
Shayna Nashelsky
shaynan@partnersmentoringyouth.org
970-484-7123

Number of Internship Positions: Fall___1-2___ Spring___1___ Summer___NONE___

Description of Agency:
Partners Mentoring Youth is a non-profit mentoring program serving children ages 7-17 years who are facing challenges in their personal, social, and/or academic lives. PMY matches adult volunteers (Senior Partners) in a one to one mentoring partnership with referred youth (Junior Partners). PMY also serves youth through a School Based Mentoring Program, and through group activity programming.

Description of Population:
Youth involved in the Partners program are referred to the program by professionals in the community such as private therapists, school counselors, and other youth serving agencies. The youth accepted into the Partners program are experiencing difficulties in their personal, social, and/or academic lives. These youth have great potential but have risk factors in their lives that could impact that potential. They are youth who can benefit from additional positive adult support.

Requirements:
- Be interested in assisting to make a difference in the lives of children through a macro based approach
- Be interested in gaining experience in a professional office environment
- A flexible schedule is necessary; some programming happens in the evenings or on weekends
- A thorough screening process will be completed for all interns.

Duties to be performed by Intern:
The duties of an intern are multi-faceted. Duties include, but are not limited to:
- Planning and implementing recreational and life skill activities for waiting and matched youth (2 per month)
- Planning Continuing Educational Opportunities for adult volunteers
- Interviewing and screening of Volunteers
- Other tasks as assigned

Recommendations for coursework or experiences prior to placement:
- Coursework and practice in effective communication-both written and verbal.
- Recommended coursework includes a focus on adolescent, and/or child development; Systems approach to understanding the culture of poverty; any understanding of the social welfare system and the nature of youth serving organizations
Probation Department- Eighth Judicial District

201 Laporte Ave. Suite 110
Fort Collins, CO 80521

Site Contact:
Margo Schapanski (email is preferred method of communication)
Probation Officer/Intern/Volunteer Coordinator
Phone: (970) 494-3953
Email: margo.schapanski@judicial.state.co.us

*** GROUP ORIENTATIONS AND INTERVIEWS ARE HELD DURING THE PLACEMENT PROCESS. YOU WILL RECEIVE INFORMATION ABOUT THIS AT THE PLACEMENT MEETING. PLEASE DO NOT CONTACT THE SITE UNTIL YOU HAVE THIS INFORMATION.***

Number of Internship Positions:  Fall up to 15,  Spring up to 15,  Summer up to 10

Description of Agency:
Probation Services provided to the 8th Judicial District Courts, serving Larimer and Jackson Counties. Conduct pre-sentence investigations and supervise offenders sentenced to probation. There are approximately 92 employees, located in both Loveland and Fort Collins.

Description of Population:
• Adult and Juvenile Offenders-Misdemeanor, Felonies, DUI
• Male and Female (including monolingual Spanish Speaking)
• Special Populations-Sex Offenders, Drug Offenders, Victims, Domestic Violence Offenders, High Risk Offenders, Female Offender Program, Intensive Supervised Probation for Adults and Juveniles

Requirements:
• Junior or Senior in Criminal Justice, Sociology, Social Work, Human Development and Family Studies, Psychology or other Human Services Degrees.
• Minimum age of 21 at the start of the placement
• Interviewing Skills
• Computer Literacy
• Communication Skills
• Basic Knowledge of Criminal Justice System
• Must not be an employee in any capacity of the State of Colorado including state institutions of higher education
• Must submit to and pass a criminal background check

Training:
Interns are required to complete on-the-job training curriculum before being able to supervise offenders. There is a 16-hour orientation training that must be completed prior to beginning your internship. Trainings occur in January, May, and August.
Duties to be performed by Intern:
Interns may perform many of the following:

- Supervise offenders face-to-face
- Conduct interviews and complete assessments
- Attend Court hearings and write Court reports
- Provide crisis intervention counseling
- Field visits to residential placement facilities, schools, jails, etc.
- Participate in groups
- Write correspondence to collateral agencies
- Attend/participate in community and/or departmental meetings
- Assist in the collection of restitution and fees
- Maintain computer and paper documents

Recommendation for coursework or experiences prior to placement:

- Intro to Criminal Justice System
- Adult and Juvenile Offender
- Interviewing Skills
- Computer Literacy
- Written and verbal communication skills

Feedback from previous interns:
Skills learned/benefits of site:

- New challenges daily; fast-paced
- You are forced to take a new perspective due to working with the clients.
- Learn about how the system works and about the local community
- Opportunity to work face-to-face with high-risk adult offenders
- Develop communication skills with defendants
- Develop writing and computer skills
- Gain knowledge about addictive behaviors and treatment centers
- Able to observe court sessions, and visit the Larimer County Detention Center
- Improve computer skills and proficiency with office equipment/tools
- Enhanced communication skills and professionalism
- Supervisors are approachable, provide quick and efficient training, and attempt to place interns in fields that interest the intern.
- Learned about a different possible field of work after graduation.
- Develop communication with professionals from other companies.
- Case management skills.

Potential drawbacks:

- Because it is fast paced, you need to spend a lot of time there in order to get adjusted
- You will need patience because sometimes interns get lost in the commotion
- Emotional at times because you are dealing with people with hard lives
- Paperwork can feel tedious; there is more indirect work than work with clients.
- Sometimes communication between the different supervisors and with interns is lacking. Be sure the supervisor hears your full communication before taking action.
- Sometimes there is not enough work. Take the initiative.
Other information of which to be aware:

- A great way to get a lot of good hours in as a volunteer
- You have the choice of working face-to-face with clients or working behind the scenes; you may also ask for more work and may be assigned a case load.
- There is always something to do
- Everyone is willing to help or give you a new challenge
- It is not open on weekends
- Duties depend on with officer you are assigned to
- Must be able to learn at a quick pace
- You have to be extremely open and patient, and be able to leave work at work. Don't be afraid to go to your supervisor if you have problems at the site.
- Be ready to jump in and start working right away; you get out what you put in
SART Peers - Poudre School District

Site Contact:
SART Peers Coordinator
Katie Abeyta
kabeyta@savacenter.org
(970) 472-4204

Number of Internship Positions: Fall ___ 2-3 ___ Spring 2-3 ___ Sumemr ___ 1

Description of Agency:
The SART Peers Program is a partnership between Poudre School District and the Sexual Assault Victim Advocate Center. We work with over 130 high school youth from across Poudre School District. The students we support are accepted into competitive leadership programs and trained on issues relating to gender and sexual violence. They, in turn, then provide educational presentations on sexual assault and sexual harassment prevention throughout the district to sophomore and first year high schools students. This is a fun internship with lots of opportunities for meaningful work and access to a variety of professional development opportunities.

Description of Population:
We work directly with high school peer educators, but interact with and support students ranging in grade from 7th and 12th in classrooms district wide.

Requirements:
• Approximately 15 hours/week, hours are flexible. Availability for occasional early mornings and late evening necessary!
• Reliable transportation!
• Experience with or interest in working with teens.
• Familiarity or background in sexual assault or domestic violence services is a BIG plus.

Duties to be performed by Intern (see job description below)
• Participate in advocate training with the Sexual Assault Victim Advocate (SAVA) Center (Highly encouraged).
• Participate in and assist with facilitating Peer Educator’s fall training (Assist with donations, set-up and facilitation of day-long training events, discussions and activities).
• As a mentor, you attend sexual assault and harassment prevention presentations in the middle and high schools to support the Peer presenters and offer basic advocacy to students in the classroom who have concerns.
• Assist in coordination and facilitation of outside/additional presentations.
• Attend Advisory Board and Mentor meetings (2/year) and other meetings as available.
• Develop additional materials or programs as agreed upon by site manager and student’s interests.
• Research new literature and media resources in the field of peer education, violence prevention and sexual assault.
• Brainstorm and research potential grant or donation opportunities for the program.
• Administrative assistance.

**Recommendation for coursework or experiences prior to placement:**
- Women’s studies course(s)
- Sociology of sex roles
- Adolescent development
- Background relating to advocacy, gender equality or violence prevention/services

**Feedback from previous interns:**

**Skills learned/benefits of site:**
- A wonderful learning opportunity
- A great way to work with high school students

**Potential drawbacks:**
- Some driving necessary

**Other information of which to be aware:**
- “I feel this experience will help me find a job in a related field.”

**SART PEERS INTERN JOB DESCRIPTION**

**JOB TITLE:** Sexual Assault Resource Team (SART) Peers Prevention Education Intern

**REPORTS TO:** SART Peers Program Coordinator

**RESPONSIBILITIES:** Assist with ongoing research and development of violence prevention programming for youth; help with Peer Educator training and ongoing classroom presentations; provide direct service and advocacy to students as needed; organize and facilitate additional programming opportunities, provide assistance with office coverage; maintain data on mentor feedback and program participation.

**QUALIFICATIONS:** Over 18 years of age; possesses an open, non-judgmental attitude toward sexual assault survivors; good communication skills; able to work well with a wide range of people; high level of cultural sensitivity, organized.

**SPECIAL REQUIREMENTS:** Complete initial orientation and training, commit to a minimum of one semester; has day time and occasional evening availability; must complete a background check.

**BENEFITS:** Interns will be provided with in-depth and ongoing training in the dynamics of victimization and will gain direct experience in providing support to students in need. The SART Peers Intern will be connected to a network of Poudre School District staff and community service providers in the Larimer and Weld County areas. Interns will develop skills in program planning, ongoing community research, and public speaking.
The Sexual Assault Victim Advocate (SAVA) Center

4812 S. College Ave. Fort Collins, CO 80525

Site Contact:
Name: Katie Abeyta (Volunteer and Direct Service Corrdinator
Phone: 970.472.4204
Email: kabeyta@savacenter.org

Number of Internship Positions you would like to offer each semester:
Fall__2-3___ Spring__2-3___ Summer_1

Please complete the following information about your site and your potential internship experience:

Are there any specific instructions that students should follow, when contacting this site about an internship position interview? Do you conduct group interviews? Etc.:

Students will be directed to fill out a volunteer application (found on our website or by contacting the volunteer coordinator) and send us a copy of their resume. Interviews are conducted one on one.

Applications can be obtained by emailing kabeyta@savacenter.org or visiting http://savacenter.org

Here is the link to the page with our Volunteer Application. http://savacenter.org/volunteer/

Description of Agency: The SAVA Center is a 501(c)3 non-profit dedicated to the needs of sexual assault survivors and their loved ones in Northern Colorado. SAVA provides a bilingual rape crisis hotline, a volunteer victim advocate program, and therapy services for sexual assault survivors of all backgrounds. SAVA also provides sexual assault prevention education programs for youth ages 6-18 as well as community outreach groups and trainings.

Description of Population: Therapy services and advocacy are offered for survivors ages 14 and up. Prevention programs and outreach presentations are available for all people ages 6 and up.

Requirements and expectations for Interns: Interns are expected to pass a background check and then undergo the 40-hour advocate training expected of all employees and volunteers. They are expected to follow the same procedures and policies as staff members, including but not limited to working with survivors of sexual assault, working evenings and weekends when needed, being appropriate and professional in the workplace, and creating a safe environment for clients and other staff.

Requirements of the Internship Position:
Over 18 years of age; possesses an open, non-judgmental attitude toward sexual assault survivors; good communication skills; able to work well with a wide range of people; high level of cultural sensitivity.

Expectations: Complete initial orientation and training, commit to a minimum of one semester; has day time availability; must complete a background check.
Duties to be Performed by Intern: Assist with ongoing community research; help with prevention programs and outreach projects and events; provide direct service to clients as needed; provide assistance with office coverage; maintain database for community contacts; take after hours hotline shifts. Engage in direct service with clients and students in weekly prevention groups.

Recommendation for coursework or experiences prior to placement: Women’s studies coursework is recommended but not required.

Potential Drawbacks (e.g., can be an overwhelming amount of work at times; must be able to ask a lot of questions and take initiative; more indirect service rather than work with clients): The direct service with survivors can be potentially a triggering experience for students who are themselves survivors of sexual assault. The work can also contribute to secondary or vicarious trauma. SAVA works to mitigate these experiences through group processing, supervision with trained advocates, and emphasis on self-care.

Other information of which to be aware: Interns have the opportunity to gain direct experience working with survivors of sexual assault, engaging in direct prevention work with youth, and learning about data collection and program evaluation. Interns will also be able to sharpen their helping skills and gain valuable insight into the dynamics of sexual violence at the individual, relationship, community, and societal level.
Turning Point Center for Youth & Family Development, Inc.

Administrative Office
1644 S. College Ave
Fort Collins, CO 80525

Site Contact:
Brittany Hogg
bhogg@turningpnt.org (email is preferred method of contact)
970-690-8593

*** GROUP ORIENTATIONS AND INTERVIEWS ARE HELD DURING THE PLACEMENT PROCESS. YOU WILL RECEIVE INFORMATION ABOUT THIS AT THE PLACEMENT MEETING. PLEASE DO NOT CONTACT THE SITE UNTIL YOU HAVE THIS INFORMATION. WHEN IT IS TIME TO CONTACT THE SITE, DO SO BY EMAIL***

Number of Internship Positions: Fall __8__ Spring __8__ Summer _1__

Turning Point holds designated group orientation/interview sessions with an effort made to accommodate HDFS scheduling. However, the required background checks make it necessary to place students as early as possible. Positions are competitive. After you register for HDFS 477 and attend the placement meeting, you may attend the Turning Point orientation/ interview meetings. **You must be 21 years old at the start of the internship in order to be an intern at Turning Point.**

Description of Agency:
Turning Point Center for Youth & Family Development, Inc. is a private, non-profit agency serving adolescents and their families. Treatment services are provided for youth facing family, legal, educational, emotional, mental, and or substance abuse concerns. Clients are referred through the Department of Human Services and correction agencies. Programs include: residential care (separate male and female programs), community based services, individual and family therapy, and substance abuse treatment.

Description of Population:
Turning Point serves both males and females ages 12 to 23. Clients come from diverse backgrounds and 95% are from low-income households. Clients may have substance abuse, mental health concerns, behavior problems, family issues, and criminal involvement.

Intern Job Duties:
In general, interns act in a staff support capacity and participate in all aspects of the program assignment. The internship is highly experiential with expectation to learn effective interaction with a high risk adolescent population. As the internship progresses interns are expected to operate more independently and problem solve effectively. Supervision and training meeting are mandatory.

• A minimum commitment of 14 to 20 hours per week is necessary for optimal learning.
• Availability during evening and weekend hours is necessary in the residential programs.
• Background checks and drug testing is required for all interns prior to placement.

Residential Programs (male or female program)
Interns work as a treatment team member for the purpose of learning treatment plan implementation, specific and overall client supervision, milieu and behavior management. Attendance at weekly
supervision and periodic training sessions is mandatory. Availability evening and weekend hours is necessary.

**Education Support**
Interns work as a treatment team member for the purpose of supervising and evaluating client behavior and assigning consequences and assisting with treatment plans and progress notes in an educational setting. Availability M_F day time is necessary and willingness to travel with clients by bus out to the school north of Fort Collins.

**Administration**
Interns assist the Turning Point administrative team in completing the business of a non-profit agency. This position has mostly contact with Turning Point staff and requires availability during normal business hours. Involvement may include: grant writing, fundraising, special events planning, human resource duties, customer service, learning about state and local policy and procedures, etc.

**Recommendations for coursework or experiences prior to placement:**
- An interest in working with adolescents in the criminal justice system.
- An understanding of adolescent development, family systems, and substance abuse.
- Good people skills and an ability to work in a team environment.
- An understanding of basic behavior management techniques.
- An interest in administrative functions of a non-profit organization.
- A familiarity with computer programs

**Feedback from previous interns:**

**Skills learned/ benefits of site:**
- You will be treated as an employee.
- There are many opportunities to learn and grow.
- You are given the option to accept many responsibilities if you so choose.
- There are many resources and professionals such as therapists, addiction specialists, teachers, and parole officers with whom you can interact.
- You will be given the opportunity to attend court, appointments, AA/NA groups, and complete administrative duties.
- Learn to keep professional boundaries. The clients are NOT your friends!!!
- Work in teams.
- Gain analytical, organizational, and time management skills.
- Learn how to confront adolescents.
- Work in a well structured treatment center.
- Learn how to document professional data.
- Learn how to write treatment plans for clients.
- There is flexibility for interns/volunteers.
- Learning to recognize manipulative behaviors.
- **Weekly meetings with supervisors** in order to process experiences, receive feedback, and learn new techniques and skills for counseling this population; one hour per week meetings and large group meetings once or twice per month.
- Case management skills, treatment plans, counseling sessions, court procedures.
- Learned to stand up for myself with staff and clients.
• Learned counseling/listening skills; received informational training about gangs.
• Gained professional skills with staff and clients, as well as oral and written communications skills.
• First-hand experience with adolescent clients gives good perspective on whether or not you want to work in a treatment center.

Potential drawbacks:
• Individual clients can be intimidating and difficult if you let them.
• The site can be stressful when clients are going through rough times.
• Need to be able to ask questions or else you will be left behind.
• Need more communication between staff and interns at beginning, so you aren’t left guessing what to do; ask questions and talk with supervisor early on.
• May not receive close supervision by the immediate supervisor; be sure to utilize multitude of staff to ask questions; take initiative to get answers from someone.
• It’s easy to be manipulated by clients.
• Immediate supervisor needs to talk more with staff to see how interns are doing, since some supervisors do not provide direct, continuous supervision.
• Need more training/supervision [Sometimes there aren’t weekly meetings.]

Other information of which to be aware:
• This site is a lot of fun and provides the full experience of what working at Turning Point would be like.
• You are also given the opportunity to explore different houses involved with Turning Point.
• This site is very flexible and gives a lot of choices for interns.
• Important to be highly motivated, a self-advocate, and open to staff directives.
• Learn to keep your professional boundaries; you are not there to make friends with the clients, you are there to help with their treatment.
• Can be very challenging, but very rewarding.
• Remember that clients are here because they have been through a lot; don’t take it personally if they yell or call you names. It’s not always easy work; sometimes it’s very painful. But there can also be much personal and professional growth.
• Ask questions when needed; don’t bring work home; bring humor to the clients; and take the initiative.
• This site takes a lot of work and involvement; remember to take care of yourself first!
• Learned to document services provided, and give directives to high-risk clients.
HDFS 488E- LEADERSHIP & ENTREPRENEURIAL PROFESSIONS
The Family Center/ La Familia

309 Hickory St.
Fort Collins, CO 80524

Site Contact:
Volunteer Coordinator: Kodi Phelps
Phone: 970-221-1615
Email: kodip@thefamilycenterfc.org

Number of Internship Positions you would like to offer each semester:
Fall    2 FSS + 2 ECE    Spring    2 FSS + 2 ECE    Summer    1 FSS + 1 ECE

Description of Agency:
The Family Center/ La Familia is a high-quality, non-profit, bilingual family development agency that provides support, education, and information to all families who desire to improve the quality of their lives. Located in North Fort Collins, TFC/LF consists of three main branches: El Nidito early childhood care and education, Read, Learn, & Explore After School Program and Summer Camp, and Family Strengthening / Adult Education Services including the Parents as Teachers home visitation program.

Description of Population: The Family Center/ La Familia serves all families desiring to improve their quality of life. Traditionally, we serve many immigrant families in North Fort Collins, in particular mono and bi-lingual Spanish-speaking families from Mexico and Central America. We serve a wide range of socioeconomic families based on a strength based family development model. Low-income families have the advantage of connecting to local resources and services through our Family Development Coordinator.

Requirements and expectations for Interns: A strong interest in learning, social justice, open minded thinking, flexibility, ethical behavior, and dependability are foundational characteristics for a successful internship. Based on the student’s professional interests, skill set, and desired career path our volunteer coordinator will help candidates identify an appropriate internship match.

For those interested in strength based family development services, placement with the Family Development Coordinator (community access and referral), a Family Advocate (home visitation through Parents as Teachers), or the Health & Wellness Advocate would expose the intern to specific programming and community outreach techniques. For students interested in child development, placement with El Nidito (infants and children ages 6 weeks to 5 yrs.) or the After School and Summer Youth Enrichment program would provide exposure to the many educational (e.g. Teaching Strategies Gold, CPP, Early Head Start) and licensing changes (Colorado Shines) related to state of the art bilingual early childhood education.

Requirements – Position specific

Family Strengthening Services
• Family Advocate Intern
  o Sensitivity to and cultural competence with diverse families
  o Spanish speaking
  o Knowledge of family systems
• Willingness to shadow home visitation for Parents as Teachers programming
• Ability to work with groups of children during family group programs
• Consistent, dependable, willing to work occasional evenings or Saturdays
• Clear background check

• Health & Wellness Program Intern
  o Sensitivity to and cultural competence with diverse families
  o Interest in promoting healthy living through cooking classes, gardening, exercise and other targeted programming (experience preferred)
  o Ability to work with groups of children
  o Consistent, dependable, willing to work occasional evenings or Saturdays
  o Clear background check

• Family Development Intern
  o Sensitivity to and cultural competence with diverse families
  o Client Intake & Data Entry
  o Community Outreach
  o Prefer Spanish speaking
  o Consistent, dependable, willing to work occasional evenings or Saturdays
  o Clear background check

Child Educational Services
• El Nidito Early Learning
  o Ability to apply Early Child Development theory to daily classroom activities and adapt to the individual needs of the children
  o Previous experience working with children in relevant age range is preferred
  o Ability to adapt curriculum to meet the needs of all children including at risk, special needs, gifted, and culturally diverse.
  o Spanish language experience is helpful but not required. Interns must be comfortable working with linguistically diverse children, families, and staff
  o Clear background check

• Read, Learn and Explore After School and Summer Enrichment Program
  o All El Nidito requirements apply to
  o Previous experience working with youth in elementary or middle school in a classroom or camp setting is preferred
  o Clear background check

Expectations
• Create a safe, warm, nurturing environment for children and families
• Communicate in professional and friendly demeanor with staff, families, children
• Perform internship in accordance with Family Center/La Familia rules and Code of Conduct.
• Adhere to professional behavior at all times including, confidentiality, communication with site supervisor regarding any issues, conflicts, or any ethical dilemmas, and refraining from personal business while at TFC/LF
Duties will be determined according to Specific Internship Placement. Examples include:

- Job shadowing other agency positions
- Serving as an ambassador to the public on behalf of our agency
- Representing the agency at meetings and events (community outreach)
- Educators may:
  1. Contributing to curriculum development and assist in supervising activities
  2. Assist lead teachers in maintaining a safe, sanitary, and enriching classroom
  3. Assist in supervising children throughout routine daily schedule (naptime, meal time, outdoor time, etc.) and during adult education classes and workshops. Interns working with school age children will assist children with homework as well.
- Data intake and entry
- Home visitation.
- Help develop, schedule and maintain adult education classes such as English as a Second Language, basic computer, nutrition, legal rights, community garden and much more
- Occasional light cleaning and organization to maintain facility appearance
- Other task opportunities may include: tutoring and mentoring, front office / administrative assistance, public promotion projects and special events, grant research and development tasks

Potential Drawbacks

- Must be task oriented, self-directed yet respectful of agency systems and authority
- Working with young children can be stressful. Some of the children and youth we serve have been through traumatic events in their lives that affect their behavior and emotional development. Interns must be prepared to be a calm, positive presence in their lives

Other Information of Which to be Aware

- El Nidito operates 6:30 AM – 6:00 PM, Monday through Friday
- Our After School program runs from 3:30-6 PM, Monday through Friday during Poudre School District Calendar, and our Youth Summer Program is from 8 AM – 5 PM during June and July. Interns interested in experience with school age children would commit to blocks of time throughout both programs.
- Some Adult Education Programs run from 6PM – 8PM during the work week
- Interns will create their consistent schedule with their mentor, and are expected to adhere to agreed upon hours in order to meet the needs of the intern and the organization
- The Family Center/La Familia is ~3 miles north of CSU and is located on the Transfort bus lines and bike paths, making it accessible to those without cars.
Junior Achievement - Rocky Mountain, Inc. Northern Colorado/Wyoming District

Address: 2032 Caribou Drive, Suite 101-B, Fort Collins, CO 80525

Site Contact:
Name: Kelsey Ransom, Program Manager
Phone: 970-490-1035
Email: kransom@jacolorado.org
Interested candidates must submit cover letter and resume to Joy Kelsey Ransom at kransom@jacolorado.org. Cover letters and resumes are required before interviews will be scheduled.

Number of Internship Positions you would like to offer each semester:

Fall__1___ Spring___1___ Summer___NONE__

Description of Agency: Junior Achievement (JA) is the world’s largest organization dedicated to inspiring and preparing young people to succeed in a global marketplace. Through a dedicated volunteer network, JA provides in-school K-12 programs for students which focus on three key content areas: entrepreneurship, financial literacy, and work readiness. The goal is to teach concepts through experiential learning, allowing young people to put their new knowledge and skills to practice. JA programs are correlated with Colorado Department of Education standards and teachers are eager to have JA volunteers in their classrooms.

Description of Population: JA Northern Colorado/Wyoming serves schools in Larimer County, Weld County, and Wyoming reaching thousands of students (12,000 in 2011-2012) through the efforts of hundreds of volunteers (335 in 2011-2012). JA serves students K – 12 based on requests from teachers who are always in the classroom during the teaching of JA programs. JA provides program kits that have everything our volunteers need to be successful in the classroom.

Requirements and expectations for Interns:

• Professionalism: attire, behavior, and communication
• Arrange a schedule and arrive on time
• Strong computer skills including Microsoft Word, Excel, and Outlook
• Previous experience with database (preferred)
• Strong written and verbal communication skills
• Organizational and time management skills
• Problem Solver; ability to work in a team yet handle independent work
• Willingness to learn
• Must be able to work independently and take initiative
Duties to be Performed by Intern:

• Assists with ensuring volunteers have everything they need to be successful in the classroom including JA Program Kits and Pre/Post test surveys
• Assist with keeping accurate records on all classes using Raiser’s Edge database
• Assist with Program Kit shipping & coordinate Program Kit pick up
• Assist with Training volunteers
• Help identify prospects for program expansion
• Other tasks as assigned
• Opportunity to tailor internship to goals of student

Recommendation for coursework or experiences prior to placement:

• Child development in context
• Adolescence development

Potential Drawbacks (e.g., can be) an overwhelming amount of work at times; must be able to ask a lot of questions and take initiative; more indirect service rather than work with clients

• Can be busy and fast paced office
• Approximate percentage of time of time teaching JA programs/assisting with volunteer training (25%); assisting with program management (75%)

Other information of which to be aware:

What you will gain from a JA Program Internship:

• Hands on experience in program management including but not limited to volunteer engagement and program delivery
• Office skills in a professional environment
• Opportunity to teach JA program in a classroom at a grade level that fits interests and time schedule
• Build relationships with business professional, educators, and community members
• Gain an understanding of the business of non-profit organization and management
**United Way of Larimer County**

424 Pine Street  
Fort Collins, Co 80521

**Site Contact:**  
Rebecca Toll, Community Impact Director  
Email: rtoll@uwaylc.org  
Phone: (970) 407-7089

Number of Internship Positions: Fall___2___ Spring___2___ Summer___NONE___

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**Description of Agency:**  
United Way of Larimer County is committed to creating pathways to prosperity that increase opportunities for all people in Larimer County to reach their full potential. With the collective impact of all of us working together, we will have far-reaching, long-lasting results that broaden the path of opportunity and build a more vibrant community. This internship offers the opportunity for students to engage in Community Impact work at United Way and make a difference in our community. It is ideal for someone interested in gaining an understanding of nonprofits management, community building, and volunteerism.

**Description of Population:**  
There is no direct contact with clients. Interns will complete “indirect” services and support with community partners, nonprofit organizations, and volunteers.

**Internship Duties:**  
- Support a variety of Community Impact programs by assisting in program management and projects directly related to community building efforts in Larimer County.  
- Support Community Impact programming by participating in/facilitating meetings with partners, assisting in creating/implementing evaluation methods, assisting with document preparation and editing, and directly engaging in volunteer projects/opportunities.  
- Opportunities to engage in Community Impact programs, including Poverty Simulations, Make a Difference Day, Board Bank, Business Cares, Volunteer Project Leader, Partnership, and others.  
- Participate in outreach efforts for United Way and related programs.  
- Provide event support.  
- Create an internship experience to match own interests when possible.
Position Qualifications:
• Proficient computer skills
• Effective writing and communication skills
• An understanding of, and commitment to learn about, UWLC Community Impact Plan/Theories of Change, the poverty cycle and cliff effect theories, volunteerism, and concerns relating to poverty in Larimer County.

Skills you may gain:
• Enhanced computer skills. (Word, Excel)
• Enhanced communication skills through participating in community meetings, project support, presentations, and community program evaluation activities.
• Gain experience in a nonprofit business and learn nonprofit organization operations.
• Meet and network with local businesses, governmental entities, and nonprofits in Larimer County.
• Participate in informational interviews with United Way of Larimer County management, staff members, and funded agencies.

Application Instructions:
• Email resume and cover letter to Rebecca Toll, Community Impact Director, at rtoll@uwaylc.org or call (970) 407-7089.
• Currently, there are 2 openings for fall and spring semesters.