



Internship Opportunities

Thank you for your interest in serving as an intern with Foothill Family Shelter. As an intern you will have the opportunity to observe a non-profit agency, learn issues of homelessness and gain awareness of social services.

Please review and complete the following information and submit it at your earliest convenience.

Who we are:

Foothill Family Shelter is a nonprofit organization founded in 1984 which houses homeless adults and children for a period of up to 120 days, free of rent and utility charges. We also provide one-year transitional housing as well as permanent housing.

The Foothill Family Shelter began as St. Mark's Homeless Shelter and currently serves as a transitional facility for homeless adults and children from the west end of San Bernardino County and the east end of Los Angeles County. The Shelter has 7- two bedroom apartments which are fully furnished and offered free for a maximum of 120 days. We also provide 16- two bedroom apartments for transitional housing and 4- two bedroom apartments for affordable permanent housing.

Contact information

Foothill Family Shelter
1501 W. Ninth St. Ste. D
Upland, CA 91786
909.920.0453
www.foothillfamilyshelter.org

Available internships:

1) Harold Cares About Your Future

- a. **Program description:** "Harold Cares About Your Future, Ask Harold for Help" is a 10-week parenting/employment class held on Tuesday evenings from 6:00p-7:30p. Parenting Classes for teen moms between the ages of 14 and 21. Participants receive parenting education and referrals, nutrition and health education, résumé development and substance abuse prevention. Our participants are rewarded for learning. Our incentive-based program includes:
 - i. Dinner, childcare & age appropriate activities
 - ii. Gift cards at every session
 - iii. Support & guidance from a mentor
 - iv. Graduation celebration at a local restaurant.

- b. **Duties will include but are not limited to:**
 - i. Helping serve dinner
 - ii. Facilitate workshop (introduce speaker, distribute material, etc)
 - iii. Distribute incentives
 - iv. Clean-up
 - v. Actively engage and interact with participants

- c. **Commitment:** A ten-week commitment; every Tuesday evening from 6:00p-8:00p (program dates to be determined)

Please indicate which internship opportunity you are interested in:

- 1) Harold Cares About Your Future

Foothill Family Shelter
Intern Application Form
Created July 2010

Last Name	First	M.I.
-----------	-------	------

Street address	Apt. #	City	Zip Code
----------------	--------	------	----------

Drivers License/ID Number: _____

Home Phone Number: _____

Cell Phone Number: _____

E-mail Address: _____

Birthday: _____

Emergency Contact Person: _____

Phone Number: _____

Relationship: _____

How did you learn about Foothill Family Shelter?

Volunteer Experience:

Please include the agency, your responsibilities and the dates you volunteered.

Special skills/hobbies:

Have you ever been convicted of a crime other than a minor traffic violation?

YES _____ NO _____

If yes, please explain:

Please tell us why you are interested in an internship with Foothill Family Shelter:

I UNDERSTAND THAT MY STATEMENTS ON THIS APPLICATION WILL BE CHECKED FOR ACCURACY, AND IF INFORMATION IS NOT TRUE, THIS APPLICATION WILL BE REJECTED.

Signature

Date

References

Reference #1:

Name: _____

Address: _____

Phone Number: _____

Relationship: _____

Reference #2:

Name: _____

Address: _____

Phone Number: _____

Relationship: _____

Reference #3:

Name: _____

Address: _____

Phone Number: _____

Relationship: _____

FOOTHILL FAMILY SHELTER

Code of Conduct for interns

1. Adhering to company work hours, policies, procedures, and rules governing professional staff behavior.
2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for her/his actions and activities.
4. Maintaining professional relationships with company employees, clients and volunteers at all times.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Developing self-awareness with regard to attitudes, values, behavior patterns that influence work.
7. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.

8. Providing the faculty coordinator with periodic progress reports.

FOOTHILL FAMILY SHELTER

CONFIDENTIALITY AGREEMENT FOR INTERNS

All information pertaining to the clients/participants (past or present) of Foothill Family Shelter is confidential and may not be shared with anyone other than staff members.

The address of the Shelter should never be disclosed.

Suspicion of the following situations must be reported immediately to the staff:

- Child abuse
- Elder abuse
- Evidence which suggests a client/participant is a danger to self, others, or property
- Suspicion of any illegal activity, including but not limited to, use of a controlled substance or alcohol
- Violation of Shelter policy

I have read and understand the above statement. As an intern of Foothill Family Shelter, I agree to abide by the rules of confidentiality and the reporting policies defined in this statement.

Signature

Date

Name - Please Print