



PEOPLE SERVING PEOPLE

614 SOUTH THIRD STREET | MINNEAPOLIS, MN 55415 | 612.332.4500

INTERN APPLICATION

PERSONAL INFORMATION

| | | | |
|--|-----------|--------------|----------|
| FIRST NAME | LAST NAME | TODAY'S DATE | |
| CURRENT ADDRESS | CITY | STATE | ZIP |
| PHONE | E-MAIL | SSN | BIRTHDAY |
| PERMANENT ADDRESS (IF DIFFERENT THAN ABOVE) | CITY | STATE | ZIP |

EMERGENCY CONTACT INFORMATION

| | | |
|--------------|-----------|-------|
| FIRST NAME | LAST NAME | PHONE |
| RELATIONSHIP | | |

EMPLOYER INFORMATION

| | | | |
|------------------|----------|-------|-----|
| CURRENT EMPLOYER | POSITION | PHONE | |
| EMPLOYER ADDRESS | CITY | STATE | ZIP |

EDUCATIONAL INFORMATION

| | | | |
|--|-----------------|-----------------------------------|-----------------|
| HIGH SCHOOL NAME | CITY | STATE | LEVEL COMPLETED |
| COLLEGE NAME | CITY | STATE | LEVEL COMPLETED |
| SPECIAL TRAINING (BUSINESS, VOCATIONAL, TECHNICAL) | | | |
| | | | |
| NUMBER OF HOURS PER WEEK | NUMBER OF WEEKS | WILL YOU RECEIVE ACADEMIC CREDIT? | |
| BEGINNING DATE | COMPLETION DATE | ADVISING PROFESSOR | PHONE |



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INTERNSHIPS

All positions require a minimum commitment of three months.

- Children's Education and Activities** - Work with our Education and Activities staff to plan and lead recreational and educational activities for children of all ages staying at PSP. Duties include providing a positive influence for PSP children and assisting with administrative tasks as needed. Choose from various opportunities and schedules.
- Children's Center** - People Serving People has a 20-year history of collaboration with Professor Ann Masten and the University of Minnesota's Institute of Child Development. In 2008, we became a fully licensed daycare and pre-school provider for up to 42 children. Work with our Children's Center staff to encourage the involvement of children (6 wks - 5 yrs) in various activities.
- Advocate** - The main purpose of this internship is to provide a welcoming atmosphere to families at PSP while providing support and assistance to the PSP Advocates. Duties include scheduling orientations with each family's assigned Advocate, updating resource information, publishing the Weekly Planner and HousingLink, searching for families who have yet to complete their orientations, providing tours, educating guests on the services available to them, assembling move-out boxes, monitoring children in the library when able and assisting with childcare as needed for weekly PSP groups. Coursework towards a degree in Psychology, Human Services, Social Work, Social Sciences, Sociology or Education preferred. Must be able to work with a diverse population.
- Communications** - Work with our Communications Coordinator implementing PSP's communications plan through such vehicles as the newsletter, website, media relations and promotional materials. This intern must have a background in writing. Design and layout experience is preferred. (Please send writing sample along with application).
- Grant Writing** - Work with our Grant Writer to pursue current and potential funding for PSP's many programs. Duties include researching corporations, foundations and information concerning family poverty and its underlying causes. Interns draft letters and proposals, assess program statistics and learn fundraising basics. Communications, writing and office skills are necessary.
- Special Events** - Work with our Events Coordinator to plan, promote and coordinate PSP fundraising events. Duties include creatively contributing to events and working with area businesses to obtain sponsorships and auction items. Must be detail orientated and have the ability to multi-task.
- Employment Advocate** - Work with our Employment Coordinator assisting PSP guests in their search for employment. Duties include coaching guests in resume and cover letter production and assisting guest as they search for jobs pertaining to their skill level. Related tasks include providing guests with appropriate attire for interviews from our clothing closet, researching schools and short term training opportunities and helping to facilitate our workforce development training programs.



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VOLUNTEER APPLICATION

AVAILABILITY

- | | | |
|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Sun 8am-noon | <input type="checkbox"/> Sun noon-5pm | <input type="checkbox"/> Sun 4-8:30pm |
| <input type="checkbox"/> Mon 8am-noon | <input type="checkbox"/> Mon noon-5pm | <input type="checkbox"/> Mon 4-8:30pm |
| <input type="checkbox"/> Tue 8am-noon | <input type="checkbox"/> Tue noon-5pm | <input type="checkbox"/> Tue 4-8:30pm |
| <input type="checkbox"/> Wed 8am-noon | <input type="checkbox"/> Wed noon-5pm | <input type="checkbox"/> Wed 4-8:30pm |
| <input type="checkbox"/> Th 8am-noon | <input type="checkbox"/> Th noon-5pm | <input type="checkbox"/> Th 4-8:30pm |
| <input type="checkbox"/> Fri 8am-noon | <input type="checkbox"/> Fri noon-5pm | <input type="checkbox"/> Fri 4-8:30pm |
| <input type="checkbox"/> Sat 8am-noon | <input type="checkbox"/> Sat noon-5pm | <input type="checkbox"/> Sat 4-8:30pm |

REFERENCES (NON-RELATED)

| | | | |
|------------------|--|-------|--------------|
| REFERENCE 1 NAME | | PHONE | RELATIONSHIP |
| ADDRESS | | CITY | STATE ZIP |
| REFERENCE 2 NAME | | PHONE | RELATIONSHIP |
| ADDRESS | | CITY | STATE ZIP |

1. Data Privacy - Identifying information about People Serving People clients (including names) must not be revealed, now or in the future. A volunteer must never acknowledge that any person has received services from People Serving People.

2. Fraternalization - The following is considered fraternization and must not take place between volunteers and clients. Volunteers must be easily identifiable by wearing a name badge at all times in the building. A client is any person who has received services from People Serving People within the past 12 months.

1. Development of any type of personal involvement with a client.
2. Going out with or meeting clients other than in the normal course of job performance.
3. Purchasing anything from a client, making any kind of trade with a client, selling anything to a client, or assisting a client in the sale of anything.
4. Transporting a client.

3. Respect for Clients - It is our expectation that all People Serving People clients will be treated with respect by all paid and volunteer staff at all times. Each client is entitled to respect regardless of her/his behavior. If a client is treating a volunteer in a disrespectful or inappropriate manner a supervisor should be notified immediately. If this is not possible, please notify the front desk staff.



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4. Activity Release - Volunteers for PSP accept sole responsibility for any injury they may incur during the time he/she is working as a volunteer. PSP and their employees/agents are hereby released from any and all claims or cause of action arising from any accident or injury that may occur during volunteering. This release shall not operate to release PSP from any claims or cause of action that arise from accident or injury, which is due to the negligence of PSP.

I understand and agree to follow the policies of Data Privacy, Fraternalization and Respect for Clients. *

SIGNATURE

DATE

8/17/09