

INTERNSHIP REQUEST FORM

(The information given on this form will be made available to students. Please review and complete as necessary.)

Directions:

1. Click "File", "Save As" and save this file to your computer as "your dept/division name"
2. Click the gray areas in which you need to type and enter text.
3. Save the complete file.
4. Attach the completed file to an email and send to: CWagner@co.broome.ny.us

(Section 1) Requesting Department Information

Department/Division	Office for Aging- Yesteryears ... A Day Program for Adults
Mission Statement	To help participants regain self-esteem, rekindle a sense of belonging and renew purpose through mental stimulating activities, reminiscence, new friendship and interaction and physical activity. In addition the program provides caregivers with respite and assists them with support on information on community resources and suggestions on caregiving.
Contact Person Information	Name: Lisa Schuhle Title: Aging Services Coordinator/Program Manager Email: Lschuhle@co.broome.ny.us
	Phone: 778-294-6 Fax: 607-778-2316
	Address: PO Box 1766, Binghamton, NY 13902
Send Applications Via	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Mail
Date Form Completed	9/23/08

(Section 2) Internship Information

Position Name	Leisure Time Activity Leader
Job/Project Description	To assist staff with group activities. All clients have physical or mental impairments or are socially isolated. The intern would assist in leading recreational activities such as chair exercises, art and project planning and implementation, music therapy, discussion and reminiscence and intergenerational sessions, table games etc.
Experience/Skills Desired	minimum high school education
Additional Notes	good listener, enthusiastic, warm caring personality
Time Preference	<input checked="" type="checkbox"/> Part Time <input checked="" type="checkbox"/> Full Time <input checked="" type="checkbox"/> No Preference

(Section 3) Compensation

***Interns must be paid according to the current year's pay schedule and according to classification**

Compensation*	<input checked="" type="checkbox"/> Unpaid
School Credit	<input type="checkbox"/> Credit <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> No Preference

(Section 4) Internship Availability – Check All That Apply

Type of Intern Desired	<input type="checkbox"/> HS <input checked="" type="checkbox"/> College <input checked="" type="checkbox"/> Grad <input type="checkbox"/> Law
# Of Positions Available	<input checked="" type="text" value="3"/>
Time Period	<input checked="" type="text" value="Spring"/>