



## INTERNSHIP PROGRAM INFORMATION

**The YWCA of Richmond** offers internships during the Fall, Spring, and Summer. The internship program is designed to provide students and recent graduates with an opportunity to assist with carrying out the mission and vision of the YWCA of Richmond. The YWCA is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all. We strengthen our community by creating and advancing opportunities to empower women, children, and families to live their best lives. We accomplish the latter through our programs such as domestic and sexual violence services and our nationally accredited pre-school program.

**Internship Positions Available:** Internship opportunities are available throughout our organization to support our mission and vision to empower women, children and families and strengthen our community. We utilize talented interns to support our Domestic & Sexual Violence Programs, our preschool, and in communication, development, and strategic roles. Internship opportunities and needs vary so please visit the YWCA of Richmond's website for a list of the specific internships available. The internship descriptions can also be emailed upon request.

**Eligibility:** A candidate must be an undergraduate student; graduate student; or have graduated from college within 12 months of beginning the internship.

**General Information:** Interns may receive academic credit if an agreement is made between the YWCA of Richmond and the intern's college or university. All interns are subject to the applicable YWCA of Richmond employee rules. Generally our counselor interns, family & child specialist interns, hotline interns, and advocacy interns are expected to work a minimum of 14 hours per week during the Fall and Spring semesters. Other intern roles, including those in the preschool, development, and communication area are expected to work a minimum of 10 hours per week; however, the hours may vary depending on the specific area of focus. Please refer to the intern description for all details about work requirements.

**Application Procedures:** Candidates must complete an application form and submit it with their cover letter and resume. Some internship positions require additional application items, such as a writing sample. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

**Application Deadlines:** All Applications for domestic/sexual violence services must be received (postmarked or e-mail) by **March 1**. Clinical intern applications must be received (postmarked or e-mail) by **February 15**. All other intern position deadlines will be posted on the internship website.

**Mail or Fax or Email Applications to:** YWCA of Richmond  
c/o: Internship Program  
6 N. 5<sup>th</sup> Street  
Richmond, VA 23219  
Fax: 804.643.1314  
Email: [internships@ywcarichmond.org](mailto:internships@ywcarichmond.org)

**Where to go for Further Information:** *please see the job descriptions for more details.*



Applicant Information			
Last Name	First	Date	
Street Address			Apt/Unit
City	State	Zip	
Phone	Cell Phone		
Email address:			
Have you ever been convicted of a felony?		If yes please explain:	
<input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you hear about our internship program?			

Availability							
Please check semesters of availability:							
<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Other, please explain: _____							
Please check your general availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 9-1)							
Afternoon (approx. 1-5)							
Evening (approx. 5-9)							
Please indicate your start/end date:							

Areas of Interest				
Please indicate which area interests you: <i>(please do not select more than two positions of interest)</i>				
<input type="checkbox"/> Hospital Advocate Intern	<input type="checkbox"/> Diversion/ Workforce Development Intern	<input type="checkbox"/> Case Management Intern	<input type="checkbox"/> Court Advocate Intern	<input type="checkbox"/> Hotline Intern
<input type="checkbox"/> Advocacy and Outreach Intern	<input type="checkbox"/> Domestic Violence Counselor Intern (Richmond & Chesterfield)	<input type="checkbox"/> Domestic Violence Counselor Intern (Richmond based)	<input type="checkbox"/> Development & Communications Intern	<input type="checkbox"/> Other (please explain):

**Experience/Education and Skills**

Current employment status:  Full-time  Part-time  Not Employed

Current or most recent paid position held:

Are you currently a full-time or part-time student?

Yes  No

If yes, please indicate school and concentration:

Level

Freshmen  Sophomore  Junior  
 Senior  Graduate student

Areas of study:

Do you speak any other languages?

Yes  No

If yes, please list language, *if applicable*: \_\_\_\_\_

Fluent  Semi-Fluent  Basic

Second language, *if applicable*: \_\_\_\_\_

Fluent  Semi-Fluent  Basic

Computer Skills/Software Used:

Computer Literacy:

Beginner  Moderate  Competent

Do you own a laptop?

Yes  No

**Additional Information/Requirements-**

Are you willing to complete a Background Check (Agency and Hospital) ?  Yes  No

If no, please explain:

Are you willing to receive a tuberculosis shot or provide tuberculosis test results?  Yes  No

If no, please explain:

Are you willing to receive an influenza shot or influenza shot results?  Yes  No

If no, please explain:

## Personal Information

Why are you interested in an internship in our organization?

Trauma is a common experience that we all share (death, car accident, grief, community violence, sexual violence, domestic violence). How will this impact your work with clients?

What specific experience would you like to gain through this internship?

What specific contributions would you like to make to the agency during your internship?

## Professional References

Name & Job Title	Contact Information
1)	Relationship: Telephone Number: Email Address:
2)	Relationship: Telephone Number: Email Address:
3)	Relationship: Telephone Number: Email Address:

## Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to an internship assignment, I understand that false or misleading information in my application may result in my release.

Signature:

Date: