

INTERNSHIP PROGRAM INFORMATION

The YWCA 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 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 & sexual violence services and our nationally accredited early childhood education 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 services, early childhood education, community outreach, prevention work, and communication and development departments. Internship opportunities and needs vary so please visit the YWCA Richmond's website [Jobs and Internships - YWCA of Richmond \(ywcarichmond.org\)](http://www.ywcarichmond.org/jobs-and-internships) for a list of the internship opportunities available, position descriptions, and requirements of each role.

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 Richmond and the intern's college or university. All interns are subject to the applicable YWCA Richmond employee rules. Generally, our domestic and sexual violence direct service interns, prevention interns, and advocacy interns are expected to make a commit of a minimum of 14 hours per week during the Fall and Spring semesters. Other intern roles, including those in the early childhood education, development, and communication areas are expected to commit to a minimum of 10 hours per week; however, the hours may vary depending on the specific area of focus. If you are interested in independent study opportunities, please e-mail internships@ywcarichmond.org to discuss further.

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. Please be prepared to bring a letter of recommendation during the interview process.

Application Deadlines: All applications must be received (postmarked or by e-mail) by June 1 unless stated otherwise on the website.

Mail, Fax, or Email Complete Applications to:

Mail:
YWCA Richmond
c/o: Internship Program
6 N. 5th Street
Richmond, VA 23219

Fax: 804-643-1314

Email: internships@ywcarichmond.org



Richmond

APPLICATION FOR INTERNSHIP

We consider applicants for all positions without regard to race, color, national origin, religion, gender, familial status, sexual orientation, or disability.

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? ☐ Yes ☐ No		If yes, please explain.
How did you hear about our internship program?		

Availability							
Position Applied For:		Please indicate your start/end date:			Number of hours required:		
Please check semesters of availability: ☐ Fall ☐ Spring ☐ Summer							
Please check your general availability	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 9-1)	☐	☐	☐	☐	☐	☐	☐
Afternoon (approx. 1-5)	☐	☐	☐	☐	☐	☐	☐
Evening (approx. 5-9)	☐	☐	☐	☐	☐	☐	☐

Work 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 college/university:

Have you ever been fired from or asked to resign from an internship or job? (Does not automatically disqualify you) ☐ Yes ☐ No

If yes, please explain.

Level

☐ Freshmen
☐ Sophomore
☐ Junior
☐ Senior
☐ Graduate Student

Areas of study (I.e., major/program/concentration):

Do you speak languages other than English?

☐ 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

Additional Information/Requirements

Do you have reliable transportation? ☐ Yes ☐ No

Are you willing to complete a background check? ☐ Yes ☐ No If no, please explain.

Are you willing to receive the following immunizations and or provide documentation (Tuberculosis, Influenza, and COVID-19)? ☐ Yes ☐ No If no, please explain.

Are you required to be supervised or managed by a person with a specific credential and approved by your program?

☐ Yes ☐ No If yes, please explain.

Personal Information

Why are you interested in an internship in our organization?

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

What specific experience would you bring to YWCA Richmond?

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 the answers given to me to the foregoing questions and statements are true and correct without significant or consequential omissions of any kind whatsoever. I understand and agree that any misleading or incorrect statements may render this application void, and if selected, would be cause for release from the internship.

I also authorize the schools, companies, or persons named herein to give any information regarding my employment, character and qualifications.

Signature:

Date: