Internship Program: Communications Assistant

Address: 1505 E. 17th Street
Santa Ana, CA 92705
Phone: (714) 589-2357
Fax: (714) 258-7852
Supervisor: Cassie Owens
E-Mail: volunteer@211oc.org
Website: www.211oc.org

Paid Internships Available: No
Background Clearance: No

Through this Internship, Students Gain Experience With:
- Children/Youth
- Elderly Services
- Families/Couples
- Health Issues
- Substance Abuse
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Person w/ Disabilities
- Other:

Description of Internship:
This is an ideal opportunity for someone who wants to contribute their social media skills and knowledge to build the image of 211 OC as a newly merged organization and support the overall goals of the agency. Responsibilities will include, but are not limited to the following: a) researching best social media tools for the organization to use, assessing current conversations in the non-profit landscape, and identifying appropriate assessment tools like Google analytics, b) supporting the planning and scheduling of posts on our social media channels like Facebook, Twitter, and LinkedIn, and developing a marketing calendar for the year, c) evaluating objectives (increased awareness of the organization, increased number of interns, and additional donations), through Google analytics and social media analytic tools, and developing progress reports.

Requirements: Passion for helping in need, computer familiarity and experience, willingness to learn navigation of an unfamiliar database, verbal and written fluency in English, flexibility to accomplish other duties as assigned, and a commitment of a minimum of 100-200 hours.

Agency Mission:
OUR MISSION: To connect Orange County’s most vulnerable with the health and human service resources they need.
We connect, collaborate and inform across all community stakeholders to better empower our community as a whole.
OUR VISION: As a new merged organization, our renewed vision is a county that is genuinely thriving, where individuals and families have an enriched quality of life.
Follow Up Specialist Interns directly impact the lives of thousands of people who call 211 for help. They gain valuable knowledge of local nonprofit and government services and of the process by which the members of our community can access those services. Interns are trained to follow up with helpline callers to make sure they received the help they requested. This is done through 1) assessment and listening, 2) building rapport, 3) navigating the 211 OC comprehensive list of community services, 4) intervene in crises, and 5) work with the clients to identify alternatives when the needed resources are scarce. Interning for 211 OC is an ideal opportunity for anyone who wants to empower members of our community through knowledge and resources. We need compassionate and caring individuals interested in making a difference in our community!

Requirements: Passion for helping in need, computer familiarity and experience, willingness to learn navigation of an unfamiliar database, verbal and written fluency in English, flexibility to accomplish other duties as assigned, and a commitment of a minimum of 100-200 hours.

Agency Mission: OUR MISSION: To connect Orange County’s most vulnerable with the health and human service resources they need. We connect, collaborate and inform across all community stakeholders to better empower our community as a whole. OUR VISION: As a new merged organization, our renewed vision is a county that is genuinely thriving, where individuals and families have an enriched quality of life.
Internship Program: **Outreach Ambassador**

Address: 1505 E. 17th Street
Santa Ana, CA 92705

Phone: (714) 589-2357
Fax: 714-258-7852

Supervisor: Cassie Owens
E-Mail: volunteer@211oc.org
Website: www.211oc.org

Paid Internships Available: No
Background Clearance: No

Hours Interns Can Work:
☑ M-F Regular Business Hrs (9am-5pm)
☐ M-F Evenings (5pm-10pm)
☐ M-F Nights (10pm-9am)
☐ Weekend days (9am-5pm)
☐ Weekend evenings (5pm-10pm)
☐ Weekend nights (10pm-9am)
☐ Academic year only (Aug/Sept-May/June)

Other Hours: Office is staffed 9:00 AM - 5:00 PM

Through this Internship:
☑ Children/Youth  ☑ Families/Couples  ☐ Tutoring Services  ☐ Person w/ Disabilities
☐ Elderly Services  ☐ Substance Abuse  ☐ Recreation Programs  Other:
☐ Health Issues  ☐ Counseling Services  ☑ Administrative/Computers

Description of Internship:
An Outreach Ambassador is responsible for representing 2-1-1 Orange County at outreach events. Intern ambassadors attend events at 1) Any type of resource fair, including but not limited to employment, health and wellness, insurance enrollment, senior services, disaster, agency education, and education regarding general resources a specific population might be eligible for, 2) Awareness events, 3) School outreaches intended to educate parents/students on available resources, 4) Distribution of good-supplies or services, including but not limited to back to school supplies, groceries, medical and dental screenings, and 5) United Way VITA tax events. The responsibilities include providing information about 2-1-1 Orange County and the services offered, doing CalFresh Outreach, and educating families about health resources in the community. As such, Outreach Ambassadors gain valuable knowledge of local nonprofit and government services and of the process by which the members of our community can access those services. Interning for 211 OC is an ideal opportunity for anyone who wants to empower members of our community through knowledge and resources.

Requirements: Passion for helping in need, computer familiarity and experience, willingness to learn navigation of an unfamiliar database, verbal and written fluency in English, flexibility to accomplish other duties as assigned, and a commitment of a minimum of 100-200 hours.

Agency Mission:
OUR MISSION: To connect Orange County's most vulnerable with the health and human service resources they need.
We connect, collaborate and inform across all community stakeholders to better empower our community as a whole.

OUR VISION: As a new merged organization, our renewed vision is a county that is genuinely thriving, where individuals and families have an enriched quality of life.
**Resource Assistant**

**Address:**
1505 E. 17th Street, Ste. 108
Santa Ana, CA 92705

**Phone:**
(714) 589-2357

**Fax:**
(714) 258-7852

**Supervisor:**
Cassie Owens

**E-Mail:**
volunteer@211oc.org

**Website:**
www.211oc.org

**Paid Internships Available:**
No

**Background Clearance:**
No

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:**
Office is staffed 9:00 AM - 5:00 PM

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**Through this Internship: **
- Children/Youth
- Families/Couples
- Substance Abuse
- Counseling Services
- Administrative/Computers

**Students Gain Experience With: **
- Elderly Services
- Health Issues

**Description of Internship:**
Interning as a Resource Assistant is an ideal opportunity for someone who enjoys researching, organizing, and inputting data. Resource Assistants directly impact the lives of the people who contact 211 for help by updating our dynamic 5,000-program database to reflect the most current information on community, health, and disaster relief services. Responsibilities include researching and contacting local agencies, gathering information about the services they provide, and entering that information into our database. We are also able to tailor job tasks to your interests and unique talents!

Requirements: Passion for helping in need, computer familiarity and experience, willingness to learn navigation of an unfamiliar database, verbal and written fluency in English, flexibility to accomplish other duties as assigned, and a commitment of a minimum of 100-200 hours.

**Agency Mission:**
OUR MISSION: To connect Orange County’s most vulnerable with the health and human service resources they need.
We connect, collaborate and inform across all community stakeholders to better empower our community as a whole.

OUR VISION: As a new merged organization, our renewed vision is a county that is genuinely thriving, where individuals and families have an enriched quality of life.
Able to Change Recovery, Inc.

Internship Program: **Chemical Dependency**

Address: 31501 Rancho Viejo Rd., Ste. 101
San Juan Capistrano, CA 92675

Phone: (949) 493-6800
Fax: (949) 493-6832

Supervisor: Saralyn Cohen
E-Mail: saralyn@abletochangerecovery.com
Website: www.abletochangerecovery.com

Paid Internships Available: No

Background Clearance: No

Through this Internship, ☐ Children/Youth ☐ Families/Couples ☐ Tutoring Services ☐ Person w/ Disabilities
☐ Elderly Services ☑ Substance Abuse ☐ Recreation Programs ☐ Other:
☐ Health Issues ☐ Counseling Services ☐ Administrative/Computers

Description of Internship:
- Chemical Dependency Tx (Treatment) Counseling
- *Group Facilitation*
- *Intake Admission*
- *Assessments*
- *Care Level Screening*
- *Case Management*
- *Family Treatments*
- *Biopsychosocial Assessment*
- *Tx Planning/Development*
- *Clinical Charting/Documentation*
- *Tx Team Participation*
- *Discharge Planning*

BG:

Other Hours: Mon., Tues, Thurs, & Fri. 6:00 pm to 9:30 pm; some occasional weekends.

Agency Mission: Our program is a 12-step recovery based treatment center that services clients from across the United States. The primary focus is to provide the best overall help for our clients and their families in the most cost effective manner as possible. The use of non-chemical coping skills, maintaining employment, education and most importantly how to apply recovery to their daily life is the basis of the Able to Change Recovery philosophy. We are thoroughly dedicated to the belief that active addiction can be arrested and that people do recover.
Acacia Adult Day Services is an adult day care facility that caters to frail older adults, individuals with Alzheimer’s, dementia, adults with disabilities and their families.

Interns will be given opportunities to engage the participants through a diverse range of activities as well as learn about the aging process and how to negotiate around the challenges associated with it.

**RESPONSIBILITIES FOR INTERNSHIP:**
- Assist and facilitate therapeutic activities that promote cognitive and physical abilities
- Mentor participants in the Computer Program- Includes desktop and Android tablet
- Participate in grant research (limited slots)
- Help with special events: community outreach, fund raisers, educational workshops
- Engage one on one communication with participants to improve social interaction
- Serve meals and snacks as part of daily nutrition program and become familiar with dietary needs and restrictions.
- A current TB clearance is required. Must be within the last year.

**FROM THIS EXPERIENCE, STUDENTS CAN EXPECT TO:**
1. Gain a thorough understanding of and ability to communicate as well as facilitate small group activities with the elderly population.
2. Learn to identify common needs of older adults and be able to identify psychosocial variables that will help provide them with optimal care.
3. Learn to communicate therapeutically with older adults who have special needs, such as Dementia.
4. Learn about programs and services Acacia offers as a non-profit organization
5. Learn interpersonal dynamics in a multi-cultural, multi-lingual setting.
6. Learn assessment and interviewing skills.

**Schedule:** Flexible – Students can arrange their hours. Monday – Friday availability

- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Dress Code:** Clothing: Business casual. Shoes: sturdy, non-skid closed toed shoes

**HOW TO APPLY?** For further questions, please contact on site supervisor, Debbie Kaiser at 714)530-1566 or by email dkaiser@acacia-services.org.

Acacia Adult Day Services is dedicated to improving the quality of life for frail older adults, persons with dementia or other disabilities and their families by providing expert, supportive care in an inviting and interactive setting.
# Access California Services

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Social Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>631 S. Brookhurst St., Ste. 107</td>
</tr>
<tr>
<td></td>
<td>Anaheim, CA 92804</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714) 917-0440 x222</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714) 917-0441</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Nahla Kayali</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:nkayali@accesscal.org">nkayali@accesscal.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.accesscal.org">www.accesscal.org</a></td>
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<td>Paid Internships Available:</td>
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<td>Background Clearance:</td>
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<th>Hours Interns Can Work:</th>
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<td>M-F Evenings (5pm-10pm)</td>
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<td>Other Hours:</td>
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<tr>
<th>Through this Internship, Students Gain Experience With:</th>
<th>Children/Youth</th>
<th>Elderly Services</th>
<th>Families/Couples</th>
<th>Substance Abuse</th>
<th>Health Issues</th>
<th>Tutoring Services</th>
<th>Counseling Services</th>
<th>Person w/ Disabilities</th>
<th>Recreation Programs</th>
<th>Other: Immigration Services</th>
<th>Administrative/Computers</th>
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<tr>
<td>Description of Internship:</td>
<td>DUTIES INCLUDE:</td>
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<tr>
<td></td>
<td>Assist with intake referrals, Refugee Support services, Community events, program assisting with outreach, direct services for health and case management. Arabic, Spanish and other foreign languages would be a plus!</td>
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| Agency Mission: | Access California Services (AccessCal) is a culturally oriented, community-based organization dedicated to empowering the under-served Arab- and Muslim-American communities by enhancing their quality of life and increasing their self-determination through direct services, referrals, and enrollment in community and government assistance programs. |

Revised: 11/19/2015 15-16
**Internship Program**

**Address:** 24300 El Toro Suite 2000
Laguna Woods, CA 92637

**Phone:** (949)855-8033
**Fax:** (949)855-8025
**Supervisor:** Marilyn Ditty, CEO
**E-Mail:** mditty@myagewell.org
**Website:** www.myagewell.org

**Paid Internships Available:** No
**Background Clearance:** No

**Through this Internship,**
- ☑ Elderly Services
- ☑ Substance Abuse
- ☑ Counseling Services

**Students Gain Experience With:**
- ☑ Families/Couples
- ☑ Tutoring Services
- ☑ Person w/ Disabilities
- ☑ Recreation Programs
- ☑ Administrative/Computers

**Description of Internship:**

INTERNS COULD WORK IN ONE OR MORE OF THE FOLLOWING PROGRAMS:

- **Meals on Wheels and Congregate Meal Program**
  - Serve and deliver meals

- **Nutrition Program**
  - Monitor nutritional benefits

- **Adult Day Health Care**
  - Helping seniors with arts and craft projects
  - Leading activities at the Center

- **Case Management**
  - Health & Wellness

- **Administration**
  - Special grants
  - Assist with writing and proof reading, and gathering information.
  - Assist seniors with applying for funding (Emergency Funds).

****NOTE: Contact Age Well to request intern application. The application will be reviewed and you will be contacted prior to the interview. Request online application at: lhumanresources@yahoo.com

**Agency Mission:**
The MISSION of Agen Well Senior Services is to provide resources for older adults to promote their vitality and support their independence.
AIDS Services Foundation of OC

ASF Undergraduate Internship Program

Address: 17982 Sky Park Circle, Suite “J”
Irvine, CA 92614
Phone: (949) 809-5771
Fax: (949) 809-5779
Supervisor: Tammy Nguyen
E-Mail: tnguyen@ocasf.org
Website: http://www.ocasf.org

Paid Internships Available: No

Background Clearance: No

Internship Program:ASF Undergraduate Internship Program

Description of Internship:
Our undergraduate internship placements offer students the opportunity to be an integral part of our agency operations and learn about our various program areas including:

• Food Pantry: filling client orders, stocking, checking client eligibility documentation, client track data entry, filing.

• Reception Desk: assist at the reception desk when required answering calls, receiving clients, directing clients to appropriate staff and services in person and on the phone.

• Case Management: assist case Managers with file thinning and auditing.

• Quality Management Project: Each session one intern is selected to carry out the QM process within the agency which involves interviewing all agency managers using a prescribed tool to ensure all programs are operating according to agency policy and procedures.

• Assist with Community Outreach activities including community health fairs, community service fairs etc.

• Assist with Mobile Community Based HIV Testing: interns are asked to assist HIV testing staff at mobile testing sites throughout OC when in operation.

• Special events: interns are expected to assist at ASF fundraising events and with preparation prior to the events. These include OC AIDS Walk, OC Ride for AIDS, ASF Annual Gala, ASF Donor Holiday Party, ASF World AIDS day events and ASF Volunteer Recognition Event.

• Interns help with the daily administrative duties associated with the ASF Volunteer program and work with volunteers on the monthly Homepage newsletter bulk mailer and on-going condom kit preparation

• Special projects as required: may include assisting with our Strategic planning process, annual survey compilation and report preparation, Housing Resource guide up-date, brochure production etc.

**TB Test required - student to pay for test.

Agency Mission: The mission of AIDS Services Foundation is to prevent the spread of HIV and improve the lives of men, women and children affected by HIV/AIDS in Orange County.
Alzheimer's Association Orange County Chapter

Internship Program: Alzheimer's Association Orange County Chapter Internship
Address: 2515 McCabe Way #200
Irvine, CA 92614
Phone: 949-757-3728
Fax: (949)757-3765
Supervisor: Brent Deines
E-Mail: bdeines@alz.org
Website: http://www.alzoc.org
Paid Internships Available: No

Hours Interns Can Work:
☑ M-F Regular Business Hrs (9am-5pm)
☑ M-F Evenings (5pm-10pm)
☐ M-F Nights (10pm-9am)
☐ Weekend days (9am-5pm)
☐ Weekend evenings (5pm-10pm)
☐ Weekend nights (10pm-9am)
☑ Academic year only (Aug/Sept-May/June)

Other Hours:
Occasional weekends and evenings to participate in educational presentations, Community Events and Health Fairs

Background Clearance: Yes

Through this Internship, Students Gain Experience With:
☑ Elderly Services
☑ Families/Couples
☐ Substance Abuse
☐ Tutoring Services
☐ Recreation Programs
☐ Counseling Services
☑ Administrative/Computers
☐ Person w/ Disabilities

Description of Internship:

INTERNERSH PRO DESCRIPTION:

Participate in the Alzheimer’s Association Health Fair and Community Events Program. The Association provides education, programs and services for individuals, families, and professionals in Orange County regarding brain health, the signs and symptoms of Alzheimer’s disease and related dementias. Health Fairs and Community Events are a major avenue for reaching people with helpful free information and direction regarding accessing supportive services. The intern will engage in the following activities:

- Receive education and basic training in Alzheimer’s disease and related memory disorders and gain knowledge of Association programs and services as well as related community resources.
- Participate in psycho-educational programs, via observation, for family caregivers of a loved one with dementia
- Receive training in community event outreach
- Participate in Health Fairs and Community Events
- Receive weekly supervision from Master’s level staff

SKILLS REQUIRED:
- Familiarity with Alzheimer’s disease and related memory disorders, good communication and computer skills, compassion for others, the ability to maintain confidentiality and to represent the Association in a professional manner, dependability, good organizational skills, viable means of transportation, and the ability to lift a minimum of 25 lbs.

KNOWLEDGE AND SKILLS THE STUDENT WILL GAIN:
- Increased knowledge regarding Alzheimer’s disease and related memory disorders and the programs and services available through the Association and the community.
- The opportunity to expand community relations and inter-personal skills.
- Increased sensitivity to the needs of individuals, families and professionals regarding issues related to the disease process
- The opportunity to work with a team of dedicated professionals.

Agency Mission:
The Alzheimer’s Association Orange County Chapter is dedicated to promoting brain health in the general community, advancing research, and providing services, education and advocacy for individuals, families and the community affected by Alzheimer’s disease and related memory disorders.
**Anaheim Independencia Center Internship**

**Address:** 10841 Garza Ave.  
Anaheim, CA  92804

**Phone:** (714)826-9070  
**Fax:** (714)826-2732  
**Supervisor:** Rosa Renteria  
**E-Mail:** rrenteria@capoc.org  
**Website:**

**Paid Internships Available:** No

**Other Hours:** During tax season (Weekends 9 am - 2 pm) M and W 8 am - 8 pm

**Description of Internship:** As program aides, interns will assist with implementation of service delivery, learn documentation, reporting, and data entry (demographics), flyer development, work ethic professionalism and policies/procedures of working with a non-profit, customer service, work experience with all ages; community engagement, outreach skills, reporting/documentation.

Programs offered: Afterschool Program: homework club, tutoring; Senior Program Aide, Summer Youth Program, Teen Program, Free Summer Lunch, Community Events

**Agency Mission:** Helping People Changing Lives - The mission of Community Action Partnership of Orange County is to enhance the quality of life in OC by eliminating and preventing the causes and effects of poverty by mobilizing and directing resources that assist, educate, and promote self-sufficiency.
**Anaheim Union High School District**

**Internship Program:** Outreach/Truancy & McKinney-Vento Programs  
**Address:** 501 N. Crescent Way  
Anaheim, CA 92801  
**Phone:** (714)999-7734  
**Fax:** (714)808-9090  
**Supervisor:** Adela Cruz, MSW, PPSC  
**E-Mail:** cruz_ad@auhsd.us  
**Website:** http://www.auhsd.k12.ca.us  
**Paid Internships Available:** No  
**Background Clearance:** No

**Through this Internship:**
- ☑ Children/Youth  
- ☐ Elderly Services  
- ☐ Families/Couples  
- ☑ Substance Abuse  
- ☐ Tutoring Services  
- ☐ Recreation Programs  
- ☐ Counseling Services  
- ☐ Administrative/Computers  
- ☐ Person w/ Disabilities  
- Other: Homelessness, truancy

**Hours Interns Can Work:**
- ☐ M-F Regular Business Hrs (9am-5pm)  
- ☐ M-F Evenings (5pm-10pm)  
- ☐ M-F Nights (10pm-9am)  
- ☐ Weekend days (9am-5pm)  
- ☐ Weekend evenings (5pm-10pm)  
- ☐ Weekend nights (10pm-9am)  
- ☑ Academic year only (Aug/Sept-May/June)  
**Other Hours:** Weekdays 7:30AM-4PM

**Description of Internship:**

**DUTIES IN THE OUTREACH/TRUANCY PROGRAM INCLUDE:**
- Perform a school site or home visit to meet with or to locate students who have not been attending school.  
- Conduct a psycho-social-cultural-academic assessment to determine the reasons why the student is missing school.  
- Educate students and their parents/guardians of school laws and policies and possible consequences for failure to comply with such laws and policies.  
- When possible, develop a mentorship or working relationship with students and families as a way of monitoring attendance and academic progress.  
- Maintain and manage a caseload of students and provide adequate treatments and interventions when necessary.  
- Documentation of all visits, contacts, treatments and interventions.  
- Maintain a current list of resources and actively provide these to our students and families.  
- Attend school based meetings such as Individual Educational Plans (IEP’s), Student Attendance Review Board (SARB), and District Attorney’s Parent meetings.  
- Work with a diverse population of staff, students and families in terms of cultural, racial, ethnic and social economic backgrounds.  
- Gain knowledge of and experience in the educational systems, social service systems, legal systems and mental health systems both private and public.

**DUTIES IN THE MCKINNEY-VENTO PROGRAM INCLUDE:**
- Perform phone interviews, school site or home visit to determine eligibility to the McKinney-Vento Program.  
- Conduct a complete psycho-social-cultural-academic assessment of student and his/her family.  
- Develop a needs assessment and provide appropriate resources and referrals to meet basic needs such as housing, food and medical.  
- Ensure that McKinney-Vento student’s needs and rights are being met at the schools as required by law.  
- When possible, develop a mentorship or working relationship with students and families as a way of monitoring stability both with school and housing needs.  
- Maintain and manage a caseload of students and provide adequate treatments and interventions when necessary.  
- Documentation of all visits, contacts, treatments and interventions.  
- Maintain a current list of resources and actively provide these to our students and families.  
- Provide crisis intervention and counseling when needed.  
- Attend community meetings for private and public agencies collaborating to address the issue of Homelessness.  
- Attend school based meetings such as Individual Educational Plans (IEP’s), Student Attendance Review Board (SARB), and District Attorney’s Parent meetings.  
- Work with a diverse population of staff, students and families in terms of cultural, racial, ethnic and social economic backgrounds.  
- Gain knowledge of and experience in the educational systems, social service systems, legal systems and mental health systems both private and public.

**Revised:** 11/19/2015  15-16
The Anaheim Union High School District, a partnership of students, parents, staff, and community will provide all students with a quality, well-rounded educational program in a safe and nurturing learning environment that promotes:

- High academic expectations for all students and employees
- 21st Century learning skills for students to act as problem solvers and critical thinkers
- Readiness for post-secondary education, career options. And civic and social responsibility
**Anaheim Union High School District**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Special Youth Services Workability I Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>501 Crescent Way P.O. Box 3520</td>
</tr>
<tr>
<td></td>
<td>Anaheim, CA 92803-3520</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714) 936-5468</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714) 635-5903</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Thomas Faranda</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:faranda_t@auhsd.us">faranda_t@auhsd.us</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.auhsd.k12.ca.us">http://www.auhsd.k12.ca.us</a></td>
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**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:**
- Mon. to. Fri 8AM-4PM

**Through this Internship:**
- Children/Youth
- Counseling Services
- Tutoring Services
- Person w/ Disabilities

**Students Gain Experience With:**
- Families/Couples
- Substance Abuse
- Recreation Programs
- Special Education
- Administrative/Computers

**Description of Internship:**
Objective: Gain professional experience and specialized training in the field of school counseling by assisting Vocational Transition Specialist in providing transition services to mild/moderate/severely challenged special education students in Jr. High and/or High School settings. Interns will learn to provide services through the Workability 1 Grant by implementing the current goals set in the IEP's (Individual Education Plans) and ITP's (Individual Transition Plans).

Intern candidates should be: highly motivated, able to work independently, be a good public speaker, take direction well, and be detail oriented. We are seeking an intern who is professional, reliable, and seeks new challenging situations. The candidate should have the ability to take criticism, and evaluate their own performance.

The intern will receive specific training:

- Develop skills in conducting Formal and Informal Assessments with special education students at the Jr. High and High School levels for IEP/ITP purposes.
- Learn to facilitate JOB CLUB activities in a small classroom or group settings at the Jr. High and/or High school settings.
- Assist in conducting and facilitating Self Awareness, Career Exploration, and Life Skills Development at the Jr. High and/or High School settings.
- Data work including follow up with previous students to find out their work and education status

**Agency Mission:**
The Anaheim Union High School District, a partnership of students, parents, staff, and community will provide all students with a quality, well-rounded educational program in a safe and nurturing learning environment that promotes:

- High academic expectations for all students and employees
- 21st Century learning skills for students to act as problem solvers and critical thinkers
- Readiness for post-secondary education, career options. And civic and social responsibility
Internship Program: **APAIT Intern**

Address: 12900 Garden Grove Blvd. #220A
Garden Grove, CA  92843

Phone: (714)636-1669
Fax: (714)636-8828

Supervisor: Jury Candelario
E-Mail: jcandelario@apaitonline.org
Website: apaitonline.org

Paid Internships Available: No
Background Clearance: Yes

### Description of Internship:

**SUMMARY:** Interns will have the opportunity to conduct outreach/education events, screen and recruit potential clients for department programs, facilitate social support groups, and implement HIV testing and counseling services. Experience or willingness

**JOB DESCRIPTION**

* Conduct outreach and education activities in venues such as gay bars/clubs, sex parties, bath houses, college campuses, health fairs, and community events

* Provide culturally and linguistically appropriate services

* Facilitate social support groups for individuals living with or at risk for HIV infections

* Opportunities to help staff implement prevention education and counseling programs

* Maintain and develop team program training, protocols and policies

* Promote the availability of psychosocial services to prospective clients

* Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments

* Attend Unit, Case Conferences, Agency and Community meetings when available

* Other activities as required to conduct program and agency objectives

**CLEARANCE REQUIREMENTS**

**Require updated T.B. Test from within the past 12 months**

**Livescan required and provided. You will need to drive to the LA location to do this.**

Agency Mission: To advocate, educate and achieve optimal health and well-being for medically underserved communities.

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Revised: 11/19/2015  15-16
**SUMMARY:** The Health Outreach Intern will support and implement outreach and engagement activities to recruit participants for APAIT Orange County's various programs that include but are not limited to HIV testing and counseling, substance abuse prevention, HIV/AIDS prevention and care services, individual and group level mental health programs, and intensive case management services.

**ESSENTIAL FUNCTIONS:**
- Outreach at various venues including but not limited to bars, clubs, college campuses, health fairs, etc.
- Recruit participants with primary focus on substance use and HIV testing programs.
- Assist in program documentation as needed.
- Assemble safer sex kits and other health education materials for outreach utilization.
- Other activities as required to conduct program and agency objectives.

**MINIMUM QUALIFICATIONS:**
- Ability to communicate effectively both verbally and in writing.
- Ability to coordinate multiple projects and tasks simultaneously in a high pressure environment.
- Ability to master a wide range of information, take initiative and adapt in a team environment.
- Strong interpersonal skills and ability to relate to staff of a variety of cultures, languages, and educational backgrounds.
- Ability to work with diverse communities (multi-gender, ethnic, generation, lingual, lesbian, gay, bisexual, transgender, and substance abuse.)
- Knowledge of HIV/AIDS and related co-morbidity issues.
- Computer skills in use of word processing (MS Word, spreadsheets (Excel and database programs).
- Valid CA Driver's License and current auto insurance.

**Agency Mission:** To advocate, educate and achieve optimal health and well-being for medically underserved communities.

**Internship Program:** Health Outreach Intern

**Address:** 12900 Garden Grove Blvd. #220A
Garden Grove, CA 92843

**Phone:** 714-636-1349

**Fax:** (714)636-8828

**Supervisor:** Megan Rush
E-Mail: meganr@apaitonline.org

**Website:** apaitonline.org

**Paid Internships Available:** No
**Background Clearance:** No

**Through this Internship, Students Gain Experience With:**
- Health Issues
- Counseling Services
- Administrative/Computers
- Tutoring Services
- Recreation Programs
- Other: HIV/AIDS Prevention
- Person w/ Disabilities
- Families/Couples
- Substance Abuse
- Elderly Services
- Children/Youth

**Description of Internship:**

* M-F Regular Business Hrs (9am-5pm)
* M-F Evenings (5pm-10pm)
* M-F Nights (10pm-9am)
* Weekend days (9am-5pm)
* Weekend evenings (5pm-10pm)
* Weekend nights (10pm-9am)
* Academic year only (Aug/Sept-May/June)

**Other Hours:** Hours are flexible

**Internship Program:**

**Address:** 12900 Garden Grove Blvd. #220A
Garden Grove, CA 92843

**Phone:** 714-636-1349

**Fax:** (714)636-8828

**Supervisor:** Megan Rush
E-Mail: meganr@apaitonline.org

**Website:** apaitonline.org

**Paid Internships Available:** No
**Background Clearance:** No

**Through this Internship, Students Gain Experience With:**
- Health Issues
- Counseling Services
- Administrative/Computers
- Tutoring Services
- Recreation Programs
- Other: HIV/AIDS Prevention
- Person w/ Disabilities
- Families/Couples
- Substance Abuse
- Elderly Services
- Children/Youth

**Description of Internship:**

SUMMARY: The Health Outreach Intern will support and implement outreach and engagement activities to recruit participants for APAIT Orange County's various programs that include but are not limited to HIV testing and counseling, substance abuse prevention, HIV/AIDS prevention and care services, individual and group level mental health programs, and intensive case management services.

ESSENTIAL FUNCTIONS:
- Outreach at various venues including but not limited to bars, clubs, college campuses, health fairs, etc.
- Recruit participants with primary focus on substance use and HIV testing programs.
- Assist in program documentation as needed.
- Assemble safer sex kits and other health education materials for outreach utilization.
- Other activities as required to conduct program and agency objectives.

MINIMUM QUALIFICATIONS:
- Ability to communicate effectively both verbally and in writing.
- Ability to coordinate multiple projects and tasks simultaneously in a high pressure environment.
- Ability to master a wide range of information, take initiative and adapt in a team environment.
- Strong interpersonal skills and ability to relate to staff of a variety of cultures, languages, and educational backgrounds.
- Ability to work with diverse communities (multi-gender, ethnic, generation, lingual, lesbian, gay, bisexual, transgender, and substance abuse.)
- Knowledge of HIV/AIDS and related co-morbidity issues.
- Computer skills in use of word processing (MS Word, spreadsheets (Excel and database programs).
- Valid CA Driver's License and current auto insurance.

**Agency Mission:** To advocate, educate and achieve optimal health and well-being for medically underserved communities.
Internship Program: **Family Resource Center**

Address: 10602 Chapman Ave.
Garden Grove, CA 92840

Phone: (714)530-0430 x 1929
Fax: (714)636-2158

Supervisor: Rochelle Kostiuk
E-Mail: rkostiuk@bgcgg.org
Website: www.bgcgg.org

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Case Management
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:
The ARCHES intern will be responsible for providing administrative support while gaining experience in grant writing, community outreach, and analyzing program data.

Performance Responsibilities:
- Customer Service/Translation
  - Field and resolve incoming telephone calls and emails, providing translation services as able and needed.
  - Provide translation for case managers, counseling sessions and vision appointments as able and needed.
  - Provide information and referral services to ARCHES clients.
  - Schedule vision and intake appointments with clients.
- Data Entry and Analysis
  - Collect, enter, and compile data relating to clients served and services provided.
  - Organize, categorize and analyze findings and summarize these in a coherent and concise report to Program Manager.
  - Present findings to Program Director.
- Fund Development
  - Research and identify potential revenue sources.
  - Develop and write grant proposals to foundations and other grant-making organizations.
  - Promote annual fundraising campaign within office.
- Community Outreach
  - Attend community events to raise awareness and support for ARCHES program.
  - Plan and support community outreach events.
  - Develop marketing materials to distribute to prospective clients.

EDUCATION, EXPERIENCE, AND PREFERRED SKILLS:
- Must be 18 years of age
- Must have established communication skills, both written and verbal
- Must have intermediate proficiency with Microsoft Word, -Excel, Word Perfect, and other software programs
- Must be a compassionate, resourceful person, committed to helping families and children reach their full potential
- Bilingual capabilities (Spanish or Vietnamese)

REQUIREMENTS:
- Interview with Human Resources, reference checks. Live Scan and TB test costs are covered by BGCGG.
ARCHES program is a dedicated family support program of Boys & Girls Clubs of Garden Grove (BGCGG) that focuses on improving families' Access to Resources for Children's Health, Education, and Support, connecting families to community resources by providing:

* Information & Referral Services
* Child and Family Counseling
* Transportation
* Pediatric Vision Care
* Healthy Smiles for Kids of Orange County
* Children's Hospital of Orange County
* Healthy Families
Arthritis Foundation of OC

Internship Program: Programs for Better Living
Address: c/o Hoag Hospital 16200 Sand Canyon Ave
         Irvine, CA 92618
Phone: 949-585-0201
Fax: 949-585-0202
Supervisor: Isela Monterrosas
E-Mail: imonterrosas@arthritis.org
Website: http://www.arthritis.org

Paid Internships Available: No
Background Clearance: No

Through this Internship, Students Gain Experience With:
✓ Children/Youth
✓ Elderly Services
✓ Health Issues
☐ Families/Couples
☐ Substance Abuse
☐ Counseling Services
☐ Tutoring Services
☐ Recreation Programs
☐ Person w/ Disabilities
☐ Administrative/Computers

Description of Internship:

**MILEAGE COMPENSATION**

ABOUT THE ORGANIZATION: The Programs Department of the Arthritis Foundation is directly responsible for increasing community awareness and providing high quality programs and services in Orange County and South Los Angeles area. Services include exercise classes for adults, spring and summer camps for children, a speaker's bureau presentations, health fairs, and telephone referral assistance.

INTERNSHIP DESCRIPTION: Field study students will assist the Program Department in raising awareness about the prevention and management of arthritis. Students may choose from a wide array of opportunities, including planning special community awareness events, leading public health programs, or conducting community education and outreach. Students may also become involved in a summer camp programs for children with arthritis, set up special programs for underserved minority populations, or facilitate fitness classes. Students will be supervised by the Program Director and will also interact with health professionals on a regular basis. Students may also attend meetings in the field as appropriate to the intern's scope of work.

SKILLS REQUIRED: Self-starter with basic office and organizational skills, enthusiasm and a genuine interest in working with people. Bilingual in Vietnamese or Spanish a plus. Proven experience with public speaking and good telephone etiquette required.

Agency Mission: The mission of the Arthritis Foundation is to improve lives through leadership in the prevention, control, and cure of arthritis and related diseases.
Be the Match, the National Marrow Donor Program

Internship Program: **Recruitment and Community Development Intern**

**Address:**
1231 E. Dyer Rd., Suite 236
Santa Ana, CA 92705

**Phone:** 714-800-1630
**Fax:** 714-662-4465
**Supervisor:** Pat Conlee
**E-Mail:** pconlee@nmdp.org
**Website:** www.bethematch.org

**Paid Internships Available:** No
**Background Clearance:** Yes

**Hours Interns Can Work:**
- [✓] M-F Regular Business Hrs (9am-5pm)
- [✓] M-F Evenings (5pm-10pm)
- [✓] M-F Nights (10pm-9am)
- [✓] Weekend days (9am-5pm)
- [✓] Weekend evenings (5pm-10pm)
- [✓] Weekend nights (10pm-9am)
- [✓] Academic year only (Aug/Sept-May/June)

**Through this Internship,** Students Gain Experience With:
- [✓] Children/Youth
- [✓] Families/Couples
- [✓] Health Issues
- [✓] Administrative/Computers
- [✓] Counseling Services
- [✓] Recreation Programs
- [✓] Tutoring Services
- [✓] Person w/ Disabilities
- [✓] Substance Abuse
- [✓] Elderly Services
- [✓] Families/Couples

**Description of Internship:**
The position of Recruitment & Community Development Intern supports the field recruitment staff by participating in a variety of recruitment projects and activities, assisting with donor education and managing donor recruitment dries while working under the supervision of the National Marrow Donor Program staff.

BACKGROUND CHECK REQUIRED - No cost for intern

**Agency Mission:** We save lives through cellular transplantation-- science, service, and support.

Revised: 11/19/2015 15-16
Internship Program: **Tutoring Intern**

Address: 535 S. Walnut St.
Anaheim, CA 92802

Phone: (714)517-8956
Fax: (714)517-9246

Supervisor: Vanessa Marroquin
E-Mail: vmarroquin@acsd.us
Website: www.acsd.k12.ca.us

Paid Internships Available: No
Background Clearance: No

Through this Internship: ✗ Children/Youth ✗ Families/Couples ✗ Tutoring Services ✗ Person w/ Disabilities

Students Gain Experience With: Elderly Services Substance Abuse Recreation Programs Other:

Health Issues Counseling Services Administrative/Computers

Description of Internship:
Interns will volunteer in K-6th grade classrooms. They can assist the teacher in Language Arts, Math and ELD instruction.

*small group discussion
*one-on-one intervention
*assessments
*language development for non-English speakers

Agency Mission:
Betsy Ross is committed to promoting a partnership between home, school and community, which creates an environment that provides a positive climate for learning in which all students will reach their fullest potential. The mission of our school is to provide appropriate instruction, which will enable all students to progress towards academic proficiency and develop a love of learning and social responsibility. Students will be assessed regularly and teachers will collaboratively implement intervention strategies to meet the needs of all students. We specifically strive for excellence. A great deal of time is spent setting high standards, planning instruction, and regularly evaluating the quality of our efforts. Our emphasis is on standards-based instruction, focusing on language arts and mathematics. Social science, science, and art and other disciplines are also taught and integrated into the daily instructional program. All teachers focus on increased student reading and writing achievement.

Agency Mission: Betsy Ross is committed to promoting a partnership between home, school and community, which creates an environment that provides a positive climate for learning in which all students will reach their fullest potential. The mission of our school is to provide appropriate instruction, which will enable all students to progress towards academic proficiency and develop a love of learning and social responsibility. Students will be assessed regularly and teachers will collaboratively implement intervention strategies to meet the needs of all students. We specifically strive for excellence. A great deal of time is spent setting high standards, planning instruction, and regularly evaluating the quality of our efforts. Our emphasis is on standards-based instruction, focusing on language arts and mathematics. Social science, science, and art and other disciplines are also taught and integrated into the daily instructional program. All teachers focus on increased student reading and writing achievement.
Big Brothers Big Sisters of Orange County

**Internship Program:** Community Based Internship

- **Address:** 1801 E. Edinger Ave., Ste. 101
  Santa Ana, CA 92705
- **Phone:** (714)619-7025
- **Fax:** (714)544-7643
- **Supervisor:** Amanda Hastings
- **E-Mail:** ahastings@ocbigs.org
- **Website:** www.bigbrooc.org
- **Paid Internships Available:** No
- **Background Clearance:** Yes

**Hours Interns Can Work:**
- ✓ M-F Regular Business Hrs (9am-5pm)
- ✓ M-F Evenings (5pm-10pm)
- ✓ M-F Nights (10pm-9am)
- ✓ Weekend days (9am-5pm)
- ✓ Weekend evenings (5pm-10pm)
- ✓ Weekend nights (10pm-9am)
- ✓ Academic year only (Aug/Sept-May/June)

**Other Hours:** Evenings only on T-TH until 8:30 PM

**Through this Internship, Students Gain Experience With:**
- ✓ Children/Youth
- ✓ Families/Couples
- ✓ Tutoring Services
- ✓ Recreation Programs
- ✓ Person w/ Disabilities
- ✓ Counseling Services
- ✓ Administrative/Computers
- □ Elderly Services
- □ Substance Abuse
- □ Health Issues
- □ Other:

**Description of Internship:**
Big Brothers Big Sisters of Orange County is a national mentorship non-profit, our goal is make sure that every child who inquires has an opportunity to be matched one-to-one with an adult mentor. Within the Community Based Department there are two main teams: Enrollment and Recruitment/Engagement; Match Support. The Enrollment team serves to interview, assess, and match the accepted volunteers and children. The Recruitment/Engagement team serves to recruit new volunteers, attend community outreach events, and engage with the active volunteers and children in the program with special events. The Match Support team focuses on providing the best customer service to the families and volunteers by providing one-to-one case management.

Big Brothers Big Sisters of Orange County is seeking interns with the desire to learn, the ability to multitask, great time management skills, and a passion to better serve our community. All interns are interviewed and if accepted into the program must complete fingerprints and training. Bilingual English/Spanish is preferred, but not a requirement.

**Agency Mission:**
Big Brothers Big Sisters of Orange County provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever. We focus on prevention and meeting a child’s most basic developmental needs. Our impact does not only change the life of that child forever, but the lives of generations to come.
Big Brothers Big Sisters of Orange County

Internship Program: Site Based Internship
Address: 14131 Yorba St. Suite 200
Tustin, CA 92780
Phone: 714-619-7022
Fax: (714)544-7643
Supervisor: Hazel Gonzales
E-Mail: hgonzales@bigbrooc.org
Website: www.bigbrooc.org
Paid Internships Available: No
Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours:

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other:
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:
There are many areas within the Site-Based Programs that an intern can grow and gain valuable experience during their internship here. We feel it is important to include you in all aspects of our work. Our team serves youth ages 6-18. We encourage you to become involved in our internship program. The internship will concentrate on the following areas:

SEMESTER 1
Assist with volunteer orientation and training - Create & distribute welcome packets to our program participants - Manage participant enrollment procedures by writing timely and comprehensive assessments - Manage, track, and organize participant enrollment procedures in data management program - Maintain accurate file documentation for each match according to BBBS standards and agency polices - Attend agency staff and departmental meetings.

SEMESTER 2:
Help facilitate site of participants in our Beyond School Walls mentoring program (corporate partnership program) - Work directly with youth participants under internship supervisor guidance - Attend community outreach and recruitment events - Manage participant enrollment procedures by writing timely and comprehensive assessments - Manage, track, and organize participant enrollment procedures in data management program - Maintain accurate file documentation for each match according to BBBS standards and agency polices - Distribute, manage, and track evaluative surveys necessary for improving program and meeting grant requirements – Attend agency staff and departmental meetings.

Agency Mission: Big Brothers Big Sisters of Orange County provide children facing adversity with strong and enduring, professionally supported one-to-one relationships that change their lives for the better, forever. We focus on prevention and meeting a child’s most basic developmental needs. Our impact does not only change the life of that child forever, but the lives of generations to come.

Revised: 11/19/2015 15-16 23
Blind Children's Learning Center

Internship Program: **Teacher's Aide**

Address: 18542-B Vanderlip Ave.  
Santa Ana, CA 92705

Phone: (714)573-8888 x4112

Fax: (714)573-8875

Supervisor: Carrie Smith  
E-Mail: Carrie.Smith@blindkids.org  
Website: www.blindkids.org

Paid Internships Available: No

Background Clearance: Yes

Hours Interns Can Work:  
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours:

Through this Internship, Students Gain Experience With:
- ☑ Children/Youth
- ☑ Families/Couples
- ☑ Tutoring Services
- ☑ Person w/ Disabilities
- ☑ Elderly Services
- ☑ Substance Abuse
- ☑ Recreation Programs
- ☑ Other:
- ☑ Health Issues
- ☑ Counseling Services
- ☑ Administrative/Computers

Description of Internship:
Interns work under the guidance and support of teaching staff to assist in the education and development of blind, visually impaired, deaf/blind and sighted children in a classroom or childcare environment. Interns participate in training and orientation to learn on an ongoing basis about working with special needs children. Interns help teaching staff to implement daily curriculum during school and childcare program hours. Interns may also help to plan activities and or take the lead in circle time as needed and appropriate. Interns assist the children with art activities, mealtimes, outside play, and so forth. Interns also assist in supervising the children for safety and in maintaining a clean environment for the children by assisting with clean up. Interns must be able to work as part of a team and take direction. Interns must have an understanding of children and be interested in learning more about serving typical and special needs kids. To the extent possible, interns are placed in positions where they can gain experiece in their specific area of interest. All interns must be TB tested and have fingerprint clearance.

Agency Mission:
The Mission of Blind Children's Learning Center is to provide early intervention, education, and services for blind, visually impaired and deaf/blind infants and youth and their families to allow access to education in preparation to lead independent lives.

Revised: 11/19/2015  15-16
Boys & Girls Club of Brea - Placentia - Yorba Linda

Internship Program: **Youth Development Intern**

Address: 502 S. Sievers Ave.
           Brea, CA 92821
Phone: (714) 990-0215
Fax: (714) 990-5036
Supervisor: Alicia De La Luz OR Elvin Campbel
E-Mail: alicia@everykid.org / elvin@everykid.org
Website: http://www.everykid.org

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, **✓ Children/Youth**
- Families/Couples
- **✓ Tutoring Services**
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other:
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship: Interns will supervise and interact with youth 6 to 18 years of age with a range of activities such as: sports, games, computers, tutoring, work with the Club Supervisor, and/or provide administrative support.

The purpose of the Boys and Girls Club of Brea - Placentia-Yorba Linda is to provide facilities for, and to promote the physical, social, educational, vocational, moral and character development of boys and girls, ages 6 to 18 without regard to race, creed or national origin. The program is dedicated to the values of commitment, integrity, service, and safety. No child will be denied admittance to the Boys & Girls Club due to economic reasons.

Note: Need TB testing results and CPR/first aid certification also.

Agency Mission: To enable all young people, especially those who need us the most, to reach their full potential as productive, caring, responsible citizens.

Hours Interns Can Work: **✓** M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: School Year Hours: 2:00 - 6:00pm (M-F)
Summer Hours: 7:30 - 6:00pm (M-F)

Other Hours:

E-Mail: alicia@everykid.org / elvin@everykid.org
Website: http://www.everykid.org

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## Boys & Girls Club of Whittier

**Internship Program:** **BE GREAT: Graduate**

| Address: | 7905 S Greenleaf Ave  
|          | Whittier, CA 90602 |
| Phone:   | (562)758-8399      |
| Fax:     | (562)9457152       |
| Supervisor: | Ciara Hutchins |
| E-Mail:  | Ciara@bgcw.org     |
| Website: | www.bgcw.org       |

**Paid Internships Available:** No

**Background Clearance:** Yes

### Internship Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** M-F Afternoons, 2-6:30PM

### Through this Internship, Students Can Gain Experience With:
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Counseling Services
- Administrative/Computers

### Description of Internship:
Most interns work in our Be Great Graduate room. Be Great Graduate is an early intervention program for our highest "at risk" members. The students in this program show early warning signs of possible high school dropout. We track these students based on their ABC’s: school Attendance, Behavior and Course performance. Instead of waiting until these students are in high school and ready to drop out, we watch for warning signs while they are still in elementary and middle school. Each student displaying the warning signs is assigned a case management mentor to help him/her get on the right track. All interns are expected to case manage 2-3 students.

Additionally, students will assist with homework, provide mentoring, work one-on-one with students to assess their situation and provide feedback based on the 5 Step Problem Solving Strategy.

Training is free and mandatory. Training includes two 1-hours sessions.

After the interview, the intern must complete a background check which cost $8 and a provide a clear TB test within 2 years.

**Agency Mission:** To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.
Boys & Girls Club, Garden Grove

Internship Program: Bilingual Case Worker Intern
Address: 10540 Chapman Ave.
Garden Grove, CA 92840
Phone: (714)530-0430
Fax: (714)636-2158

Supervisor: Rochelle Kostiuk
E-Mail: rkostiuk@bgcgg.org
Website: www.bgcgg.org

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, Interns Can Work:

- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours:
- ARCHES: M-F 8 am - 5:30 pm
- FYOP: M-F 11:00 am - 8:00 pm, Sat. hours
- TRC: M-F 8am-2:30 pm

Description of Internship:

PRIMARY FUNCTION: Helps the program interact with the community both in the office setting and at community events. Assists with compiling referrals, classes, scheduling intake appointments with clients and families, connecting families to community resources, and clerical support.

PROGRAM DEVELOPMENT & IMPLEMENTATION

- Conducts intakes with clients and families in Spanish or Vietnamese and English
- Assists in creating and terminating files, completing all necessary documentation, updating client information into database, assessing and gathering background information from clients
- Completes weekly phone calls to clients on waiting list as needed and answer phones to provide customer service
- Calls and schedules clients for intakes and appointments according to program procedures and completes follow up phones calls for reminders or missed appointments
- Provides referrals and community resources to clients and families
- Assists in teaching educational classes to school aged children, teens and parents as needed
- Assists in collecting, entering and compiling data relating to clients served and services provided
- Assists in screening, selecting and enrolling clients, and follow up with phone contact as needed
- Attends staff/volunteer meetings and trainings
- Assists in planning community outreach events, develops marketing materials, and attends community events Effectively supports the implementation of programs, services and activities
- Ensures a productive work environment by working as a team member, contributing to team meetings and providing feedback to support decision making; continuously manages own time and resources
- Continuously develops own knowledge and skills in each of the various Family Strengthening programs in order to diversify skills

TECHNOLOGY

- Effectively uses Microsoft Office applications, electronic scheduling and database software
- Completes daily process notes for each client worked with and enter information into database
- Documents all services rendered including phone contact, completed services and records in database

QUALIFICATIONS

- Experience working with families and youth
- Administrative experience a plus
- Bilingual/bi-literate capabilities (Spanish or Vietnamese)
- Must be at least 21 years of age for FYOP or TRC
- Must be at least 18 years of age for ARCHES

SCHEDULE: At least two days per week and at least four hours per day

Agency Mission:
The mission of Boys and Girls Clubs of Garden Grove is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.
Boys & Girls Club, Garden Grove

Internship Program: Truancy Reduction Center

Address: 12012 Magnolia St. Rm 8
Garden Grove, CA  92840

Phone:  (714)530-0430 x 1929
Fax:  (714)636-2158

Supervisor: Rochelle Kostiuk
E-Mail: rkostiuk@bgcgg.org
Website: www.bgcgg.org

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, Students Gain Experience With:

- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Intakes/Case Management
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:

PRIMARY FUNCTION: Helps the program interact with the community both in the office setting and at community events. Assists with compiling referrals, classes, scheduling intake appointments with clients and families, connecting families to community resources, and clerical support.

PROGRAM DEVELOPMENT & IMPLEMENTATION
- Conducts intakes with clients and families in Spanish or Vietnamese and English
- Assists in creating and terminating files, completing all necessary documentation, updating client information into database, assessing and gathering background information from clients
- Completes weekly phone calls to clients on waiting list as needed and answer phones to provide customer service
- Calls and schedules clients for intakes and appointments according to program procedures and completes follow up phones calls for reminders or missed appointments
- Provides referrals and community resources to clients and families
- Assists in teaching educational classes to school aged children, teens and parents as needed
- Assists in collecting, entering and compiling data relating to clients served and services provided
- Assists in screening, selecting and enrolling clients, and follow up with phone contact as needed
- Attends staff/volunteer meetings and trainings
- Assists in planning community outreach events, develops marketing materials, and attends community events
- Effectively supports the implementation of programs, services and activities
- Ensures a productive work environment by working as a team member, contributing to team meetings and providing feedback to support decision making; continuously manages own time and resources
- Continuously develops own knowledge and skills in each of the various Family Strengthening programs in order to diversify skills

TECHNOLOGY
- Effectively uses Microsoft Office applications, electronic scheduling and database software
- Completes daily process notes for each client worked with and enter information into database
- Documents all services rendered including phone contact, completed services and records in database

QUALIFICATIONS
- Experience working with families and youth
- Administrative experience a plus
- Bilingual/bi-literate capabilities (Spanish or Vietnamese)
- Must be at least 21 years of age for FYOP or TRC
- Must be at least 18 years of age for ARCHES

SCHEDULE: At least two days per week and at least four hours per day

Agency Mission: The mission of Boys and Girls Clubs of Garden Grove is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.
Boys & Girls Clubs of Laguna Beach

Internship Program: Boys & Girls Clubs of Laguna Beach
Address: 1085 Laguna Canyon Road
Laguna Beach, CA 92651
Phone: (949)494-2335 x 104
Fax: (949)494-3749
Supervisor: Andrew Kincare
E-Mail: andrewk@bgclaguna.org
Website: www.bgclagunabeach.org
Paid Internships Available: No
Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: Mon. to Fri. 5-7 pm

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Tutoring Services
- Recreation Programs
- Counseling Services
- Administrative/Computers
- Elderly Services
- Substance Abuse
- Health Issues
- Person w/ Disabilities
- Marketing, Finance, Grants, Fundraising

Description of Internship:
This program is designed for students looking for an internship or completing a fieldwork class. It is intended to give a comprehensive overview of what it is like to work for a non-profit organization, specifically in youth development. This program is a great way to gain valuable experience in an enriching and rewarding work environment.

Each intern is trained in the Boys & Girls Club philosophy and our formula for youth impact. Their job duties are broken up into three parts: administrative duties, member interaction, and special projects. They work alongside staff and volunteers to complete daily tasks for the organization, such as attendance tracking, creating forms and flyers, and prepping the Club for daily activities. Once members arrive after school, interns help staff run outcome driven programs for members.

In addition, each intern is required to complete projects during their semester with the organization. Projects will vary depending on the student’s major, experience, and time commitment. Many of these projects involve working with site staff and executive staff, such as the Program Director, Branch Director, Development Director, and Executive Director. Some examples of past projects include:

* Mentor at least one youth for the duration of the internship, and track the youth’s behavior and interactions.
* Plan and run a national Boys & Girls Club youth program weekly with another staff at the Club.
* Write a press release about a Club program or special event.
* Research and write a grant for the organization.
* Coordinate a field trip or special event for members.

Requirements: Students meet with the Site Supervisor monthly for evaluations and to monitor the progress of their program.

Positions are currently available at our Main Branch in Laguna Canyon and our TLC Branch at Bluebird Park. Please apply early as space is very limited. For more information, and applications, please contact:

NICK ROBITAILLE, ASSISTANT BRANCH DIRECTOR
BOYS & GIRLS CLUB OF LAGUNA BEACH, MAIN BRANCH
LAGUNA BEACH, CA 92651
PHONE: (949) 494-2535x104
NICKR@BGCLAGUNA.ORG

LAUREN LANDERS, PROGRAM DIRECTOR
BOYS & GIRLS CLUB OF LAGUNA BEACH, TLC BRANCH
1470 TEMPLE TERRACE
LAGUNA BEACH, CA 92651
PHONE: (949)494-7630
FAX: (949)493-3749
LAURENL@BDCLAGUNA.ORG

Revised: 11/19/2015 15-16
Boys & Girls Clubs of Laguna Beach

Agency Mission:

Mission is to inspire and enable all young people from the communities we serve to realize their full potential as healthy, productive, responsible and caring citizens.

We are committed to providing a safe environment that promotes the positive development of healthy behaviors, ethical values, academic achievement, creativity and cultural appreciation in the youth of our community.
Boys Republic

Internship Program: Boys Republic
Address: 1907 Boys Republic Dr.
          Chino Hills, CA 91709
Phone: (909) 628-1217
Fax: (909) 902-1757
Supervisor: Sterling Scott
E-Mail: ss cott@boysrepublic.org
Website: http://www.boysrepublic.org

Paid Internships Available: Yes
Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Children/Youth
- Elderly Services
- Health Issues
- Families/Couples
- Substance Abuse
- Counseling Services
- Tutoring Services
- Recreation Programs
- Person w/ Disabilities
- Administrative/Computers
- Other:

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours:

Description of Internship:
The Boys Republic internship experience will provide the intern with exposure to all aspects of treatment provided at Boys Republic under the direct and constant supervision of a Boys Republic supervisor. This exposure includes: team meetings, daily small group sessions, P.O. conferences, psychiatric staffing, etc.

Agency Mission:
Boys Republic is a non-profit organization which seeks to give adolescent youth with behavioral, educational, and emotional difficulties an opportunity to achieve their maximum potential for a responsible, self-directed life within the community.

Every attempt is made to involve family members in the rehabilitation process and to bring about the reunification of the family. We consider the development of academic, vocational and social skills essential in assisting the youth we serve to return to the community as useful, productive citizens.
### Teaching Assistant

**Address:** 527 North Dale Ave.  
Anaheim, CA 92801

**Phone:** 714-821-5000 ext. 2113  
**Fax:** 714-527-7621  
**E-Mail:** dewager@brailleinstitute.org

**Website:** http://www.brailleinstitute.org

**Internship Program:** Teaching Assistant

**Background Clearance:** Yes

**Paid Internships Available:** No

**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)

**Other Hours:** Days will be determined at times of acceptance

**Through this Internship, Students Gain Experience With:**  
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs

**Description of Internship:** Interns will work with blind and visually impaired youth (ages 6 to 18) in an educational/recreational setting. Responsibilities include lesson plans and small group instruction in one of the following areas: art, music, dance, or sport and recreation. Applicants must be knowledgeable in one or more of these areas and possess strong communication skills. Familiarity with adaptive education or occupational therapy is helpful but not required. This internship will provide a unique, meaningful work experience for students who are interested in youth education.

**Agency Mission:** Braille Institute is committed to eliminating blindness and severe sight loss as a barrier to the fulfillment of life.
Buena Clinton Youth & Family Center

Internship Program: Buena Clinton After School or Summer Program

Address: 12661 Sunswept Ave
Garden Grove, CA 92843
Phone: 714-741-5769
Fax: 714-554-5732
Supervisor: Gabi O'Cadiz-Hernandez
E-Mail: gabrielao@ci.garden-grove.ca.us
Website: www.ci.garden-grove.ca.us

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, [✓] Children/Youth [✓] Tutoring Services [✓] Person w/ Disabilities
[✓] Families/Couples [✓] Substance Abuse [✓] Recreation Programs
[✓] Counseling Services [✓] Administrative/Computers

Other Hours: Monday-Thursday 2PM-6PM (School Year)

Monday-Thursday 8AM-5PM (Summer)

Description of Internship:

Students will gain experience working with school age children in 1-6th grades in the Center's After School Program. Interns assist Center staff in developing and implementing daily program curriculum and recreational activities for children as well as assist children with completing their homework. Students must be available in the afternoons M-TH minimum 5-8 hours per week

• Working with 1st – 6th grade students to provide assistance with homework in all subjects.
• Assisting students develop a better understanding of in-class and homework assignments.
• Coaching the students in identifying resources to complete assignments.
• Reviewing completed assignments and suggests ways to improve student's school homework.
• Providing positive feedback on the student's progress and encouraging the student's continued focus on academic excellence.
• Assisting with enrichment activities (i.e. arts & crafts, outdoor games, and other activities).
• Assisting with special events or outreach activities as needed.
• Assisting with clerical duties as needed and performing additional duties as assigned.

During the summer months interns will support the Center’s Day Camp program by planning arts and crafts, recreational activities for children and work along side them in fun safe environment. Program runs end of June to Mid August M-TH. Hours are flexible between 8-5pm. Students may also have the opportunity to coordinate the Center's summer reading program. Responsibilities include creating weekly themes, identifying age appropriate books, working with youth volunteers and scheduling guest readers.

Agency Mission:

Promoting and strengthening a united Buena Clinton Community. The vision for the Buena Clinton neighborhood is to become a well-maintained, peaceful, and sage community of self-sufficient residents.
Buena Clinton Youth & Family Center

Internship Program: **Information & Referral Specialist**
- Address: 12661 Sunsept Ave
  Garden Grove, Ca 92843
- Phone: 714-741-5769
- Fax: 714-554-5732
- Supervisor: Gabi O'Cadiz-Hernandez
- E-Mail: gabrielao@ci.garden-grove.ca.us
- Website: www.ci.garden-grove.ca.us
- Paid Internships Available: No
- Background Clearance: Yes
- Hours Interns Can Work:
  - M-F Regular Business Hrs (9am-5pm)
  - M-F Evenings (5pm-10pm)
  - M-F Nights (10pm-9am)
  - Weekend days (9am-5pm)
  - Weekend evenings (5pm-10pm)
  - Weekend nights (10pm-9am)
  - Academic year only (Aug/Sept-May/June)
- Other Hours: Monday- Thursday 2-6PM.

Through this Internship:
- Students Gain Experience With:
  - Children/Youth
  - Families/Couples
  - Tutoring Services
  - Person w/ Disabilities
  - Elderly Services
  - Substance Abuse
  - Recreation Programs
  - Other:
  - Health Issues
  - Counseling Services
  - Administrative/Computers

Description of Internship:
- Becoming aware of resources within the community by researching and conducting site visits with community partners.
- Working directly with residents who reside in the area that include families and youth by being the first line of contact at the front desk.
- Answer phones, client inquiries, provide information on services available over the phone and in person.
- Collect personal client information that will help case managers assess client/family needs.
- Work independently, and in groups, advocating and developing plans to address the needs of the individual and/or family.
- Promote the center’s resources in community fairs and events.
- Attend monthly coalition meetings and participate on subcommittee as needed.
- Participating in staff meetings and trainings and perform additional duties as assigned.
- Work alongside MSW interns during social skills counseling groups.
- Attend weekly case management team meetings.
- Provide case managers support in researching resources, submitting paperwork to respective agencies on their behalf.
- Provide support to MSW students during social skills groups.
- Assisting with clerical duties as assigned.

NOTE: Live scan and Fingerprinting provided by agency

Agency Mission: Promoting and strengthening a united Buena Clinton Community. The vision for the Buena Clinton neighborhood is to become a well-maintained, peaceful, and sage community of self-sufficient residents.

Revised: 11/19/2015 15-16
**California Association for Alcohol/Drug Educators**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Central Office/Annual Conference</th>
</tr>
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<tbody>
<tr>
<td>Address:</td>
<td>5230 Clark Avenue, Suite 3</td>
</tr>
<tr>
<td></td>
<td>Lakewood, CA 90712</td>
</tr>
<tr>
<td>Phone:</td>
<td>(707)722-2331</td>
</tr>
<tr>
<td>Fax:</td>
<td>(562)275-3494</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Lori Phelps</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:director@caade.org">director@caade.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.caade.org">www.caade.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
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<tr>
<td>Background Clearance:</td>
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<td>✓ Elderly Services</td>
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<tr>
<td>✓ Substance Abuse</td>
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<tr>
<td>□ Families/Couples</td>
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<tr>
<td>□ Tutoring Services</td>
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<tr>
<td>□ Recreation Programs</td>
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<tr>
<td>□ Counseling Services</td>
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<tr>
<td>□ Administrative/Computers</td>
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<td>□ Health Issues</td>
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<th>Description of Internship:</th>
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<tr>
<td>This is an administrative internship in a not-for-profit agency that deals with addiction counseling education and counselor certification. The student may answer phones, process applications, do database entry, letter writing, office organization and/or event planning activities. Interns must be enrolled in the Substance Abuse track and shall be members of The Substance Abuse Awareness and Prevention Student Association (SAAPSA).</td>
</tr>
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<tr>
<th>Agency Mission:</th>
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<tbody>
<tr>
<td><strong>VISION STATEMENT:</strong></td>
</tr>
<tr>
<td>The CAADE Vision is to be a leader in state and national collaborative efforts to improve the overall health and welfare of those afflicted with substance use disorders.</td>
</tr>
<tr>
<td><strong>MISSION STATEMENT:</strong></td>
</tr>
<tr>
<td>CAADE promotes and supports quality higher education in addiction studies by developing and implementing accreditation standards; providing continuing education and professional development; leading at the state and national levels in the development and implementation of certification and licensure standards for addiction service professionals; and providing public policy education and advocacy among consumers and other stakeholders.</td>
</tr>
</tbody>
</table>
CareerWise

Internship Program:  **Assistant Career Mentor**

Address:  P.O. Box 6545  
Fullerton, CA  92834  

Phone:  (714)515-2070  
Fax:  none  
Supervisor:  Kathey Schuster  
E-Mail:  CareerWise.KS@gmail.com  
Website:  none  

Paid Internships Available:  No  
Background Clearance:  No  

Hours Interns Can Work:  

- ☑ M-F Regular Business Hrs (9am-5pm)  
- ☑ M-F Evenings (5pm-10pm)  
- ☑ M-F Nights (10pm-9am)  
- ☑ Weekend days (9am-5pm)  
- ☑ Weekend evenings (5pm-10pm)  
- ☑ Weekend nights (10pm-9am)  
- ☑ Academic year only (Aug/Sept-May/June)  

Other Hours:  Availability of work on weekends varies.  

Through this Internship,  

☐ Children/Youth  
☐ Families/Couples  
☐ Tutoring Services  
☐ Person w/ Disabilities  
☐ Elderly Services  
☐ Substance Abuse  
☐ Recreation Programs  
☐ Administrative/Computers  
☐ Health Issues  
☐ Counseling Services  
☐ Other:  
☐ Academic year only (Aug/Sept-May/June)  
* Victim Assistance  
* Career Development for Homeless people  

Description of Internship:  CareerWise, a non-profit, customizes career development for each of its homeless clients at no charge. Services to clients include:

- Resume writing  
- Email setup  
- Job search, interview, networking, job retention, and life-and-work-balance coaching  
- Tutoring high school/GED completion subjects, ESL, and literacy  
- Teaching computer skills  
- Assisting with online job applications  
- Image coaching  
- Aptitude assessment  
- College-level assignment support  
- Career-related life skills classes  

DUTIES OF INTERN:

- Observe and record Career Mentor activity and client progress, during client appointments and career labs, at the eight homeless shelters that we serve  
- Learn and provide the Mentors’ career development services directly to the homeless clients  
- Develop and update mentoring materials (researching and writing)  
- Train new volunteer mentors  
- Develop presentation materials  
- Contribute to design and development of our operations and services  

Agency Mission:  MISSION: develop independence, hope, dignity, and productivity by guiding homeless clients to sustained employment.

VISION:  
- Provide one-on-one support, critical to sheltered families  
- Prepare resumes and coach networking that results in interviews  
- Coach interview, computer, and job retention skills  
- Tutor GED and ESL  
- Develop work/life balance strategy to obtain and sustain independence
Casa Teresa Inc.

Internship Program: Human Services Intern

Address: 123 W. Maple
Orange, CA 92866
Phone: (714)538-4860
Fax: (714)744-6409
Supervisor: Yvonne Lopez
E-Mail: ylopez@casateresa.com
Website: www.casateresa.com

Paid Internships Available: No
Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours:

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Provide Training/education
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:
PURPOSE:
To provide an internship opportunity to acquire knowledge, gain skills and understand attitudes of professional human service providers. Students will enrich their understanding of human development, the problem in human functioning, be involved in programs that help people in their problems as well as be introduced to crisis intervention.

- Work front desk, taking crisis calls and doing initial pre-qualifying telephone intake, learning organization's staff and job descriptions, assisting new moms in telephone calls, faxes and internet searches for jobs.
- Shadow House Mothers of Parenting, Transition and Adoption Houses in their daily responsibilities
- Attend Adoption House monthly meeting with Adoption Agency
- Attend evening classes to observe curriculum provided by agency
- Work with Case Manager during intake interview for acceptance in program
- Informally be with residents before and after classes
- Participate in Mother Blessing for a mom-to-be
- Work with Staff Nurses on Prenatal and Mom and Baby classes (morning hours only)
- Teach a resident one-on-one, a new skill such as resume writing, learn a new computer program, skills for seeking jobs, etc.
- Work with Case Manager on Orientation of new residents to program
- Once a week meet with supervisor to discuss schedule and evaluate progress and acquire feedback of internship
- Help prepare rooms for residents moving in and moving out
- Help with donations received
- Work with our re-sale donations boutique

CLEARANCE REQUIREMENTS: TB Test - $20 and Livescan - $12-14

Agency Mission:
We save lives by providing a temporary home and ongoing support for pregnant women 18 years and older who are alone. Counseling and education programs prepare these women to making loving and informed decisions for themselves and their babies.
Casa Youth Shelter

Internship Program: Casa Youth Shelter

Address: 10911 Reagan St.
        Los Alamitos, CA 90720

Phone: (562) 594-6825
Fax: (562) 594-9185
Supervisor: Ernestine Wright
E-Mail: ernestinewright@casayouthshelter.org
Website: www.casayouthshelter.org

Paid Internships Available: No

Hours Interns Can Work:
- ☑ M-F Regular Business Hrs (9am-5pm)
- ☑ M-F Evenings (5pm-10pm)
- ☑ M-F Nights (10pm-9am)
- ☑ Weekend days (9am-5pm)
- ☑ Weekend evenings (5pm-10pm)
- ☑ Weekend nights (10pm-9am)
- ☑ Academic year only (Aug/Sept-May/June)

Other Hours: 10 hrs/wk min for interns. Flexible - Summer Intern - 15 hrs. a week. Open 7 days a week, 24 hrs/day

Background Clearance: Yes

Through this Internship:
- ☑ Children/Youth
- ☑ Families/Couples
- ☑ Tutoring Services
- ☑ Person w/ Disabilities
- ☑ Elderly Services
- ☑ Substance Abuse
- ☑ Recreation Programs
- Other: Victim Assistance
- ☑ Health Issues
- ☑ Counseling Services
- ☑ Administrative/Computers

Description of Internship:

Runaway and homeless youth, ages 12-17 years, male and female.

Interns work with Youth (House) Supervisor and maintain therapeutic milieu of the house -- co-facilitation of groups with a counselor, direct contact and one-on-one crisis intervention with the residents, maintain and enforce house rules in a firm, fair and common sense manner, perform emergency pre-intake phone interviews and crisis calls as required.

In coordination with Staff Coordinator, the intern will plan and facilitate activities for the residents, provide a detailed account in the clients file of their mood and affect, orient new intakes to: daily routines, schedule, chores, rules, and introduction to current residents.

Interns also meet with the Staff Coordinator once a week for supervision of weekly progress, establish clearly defined boundaries and set limits with the clients, and maintain professional and ethical attitude as a representative of Casa Youth Shelter.

** (All interns must attend group supervision each week).

* Agency usually has ten openings each semester.*

Agency Mission:
The purpose of Casa Youth Shelter is to provide temporary shelter for runaways and youth in crisis, enabling them to come through the crisis with an increased personal strength and a sense of renewal while in a supportive environment, with family reunification as a primary goal.

Revised: 11/19/2015 15-16
Chapman House

Internship Program: Chapman House
Address: 1412 E. Chapman Ave
Orange, CA 92866
Phone: 714-288-9779
Fax: 714-288-6130
Supervisor: Tim Chapman
E-Mail: interventiontim@gmail.com
Website: chapmanrehab.com

Paid Internships Available: No
Background Clearance: No

Through this Internship:
✓ Children/Youth
✓ Families/Couples
☐ Tutoring Services
☐ Person w/ Disabilities
☐ Elderly Services
☐ Substance Abuse
☐ Recreation Programs
☐ Parole
☐ Health Issues
✓ Counseling Services
☐ Administrative/Computers

Description of Internship:
* Chapman House & Teensavers has been solving adult & adolescent substance abuse, emotional and behavioral problems for over thirty years with great success! We provide both residential and outpatient programs that provide our clients with a safe, therapeutic and educational setting.

* Detox
* Residential reatment
* Out patient tx
* Adolescent (teensaver) tx
* Residential & out patient women parolees
* Observe process and education groups
* Learn the 12 core functions

NOTE: Interns can work at any of the three locations (Tustin, 2 in Orange, and Long Beach)
ALSO contact Brian at:
brian@teensavers.com

Agency Mission: Saving & Empowering Adults & Teens
Internship Program: **Peer Advisor**

Address: One University Drive, Hashinger 130
Orange, CA 92866

Phone: (714) 744-7902
Fax: (714) 744-7907

Supervisor: Carol May
E-Mail: may@chapman.edu
Website: www.chapman.edu/academics/advising

Paid Internships Available: No
Background Clearance: No

Through this Internship, Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services
- Tutoring Services

Other Hours:

Description of Internship:

DUTIES ASSIGNED:
- Provide general advising to undergraduate students. This may include assisting students with registrations and selecting general education courses that fit their interests and goals, answering quick questions in the front office (both in person and on the phone), and providing referrals to the appropriate support services on campus.
- Provide administrative support to professional staff. This includes answering the phones, scheduling appointments, maintaining bulletin boards, etc.
- Assist professional staff with program and presentation development. This could include assisting with giving presentations at Orientation and/or workshops.

REQUIREMENTS:
- Must be enrolled in the appropriate internship course.
- Excellent oral and written communication skills.
- Ability to communicate effectively with a diverse population of college students and professional staff.
- Ability to work both independently and as a team member.
- Knowledge if university structure and support services available for students.

Agency Mission:

The mission of the Academic Advising Center is to coordinate and support an advising program that consistently provides students with information and counsel they need to develop sound educational goals, and to make effective decisions about University courses and programs that will enable them to realize those goals.
**Internship Program:** Intern/Core Volunteer

**Address:** 2390 E. Orangewood Ave Suite #300
Anaheim, CA 92806

**Phone:** (714)543-4333
**Fax:** (714)543-4398
**Supervisor:** Kim Tran
**E-Mail:** internship@brightfutures4kids.org
**Website:** http://www.BrightFutures4kids.org

**Paid Internships Available:** No
**Background Clearance:** Yes

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** M-F 8am-4pm

**Through this Internship,**
- [✓] Children/Youth
- [✓] Families/Couples
- [✓] Tutoring Services
- [✓] Person w/ Disabilities
- [✓] Elderly Services
- [✓] Substance Abuse
- [✓] Recreation Programs
- [✓] Administrative/Computers
- [✓] Other: Case Management

**Students Gain Experience With:**
- [✓] Health Issues
- [✓] Counseling Services

**Description of Internship:** Interns, Core/Long Term volunteers and Event Volunteers, with the Child Abuse Prevention Center play an integral role in fostering positive lasting change in the families we serve through either their involvement with the Development or Program Departments.

Due to the various opportunities with both the Development Team and across our 15 different programs, please visit our internship page for detailed descriptions: http://www.brightfutures4kids.org/discover/internships/

**Requirements**
- At least 18 years old.
- Willing to commit at least 7 hours a week for 3 or more months. Interns typically serve 10-12 hours/week.
- Clear all required screenings: Live Scan, Tuberculosis and DMV report, copy of car insurance and satisfactory references.
- Documentation from your school permitting you to intern at CAPC if receiving school credit.
- Interested in learning about in-home parenting services, non-profits, development fundraising or social services.
- Must be open-minded and nonjudgmental with a positive attitude.

While not required, bilingual in Spanish or Vietnamese is greatly desired for program internships.

**Agency Mission:** The Child Abuse Prevention Center directly serves at-risk children and families in crisis to prevent and break the generational cycle of child abuse.
The volunteers and interns who work at CAST are primarily responsible for making the children feel comfortable during their time at CAST. These child advocates also provide comfort and immediate support to parents and other family members whenever it is possible for them to do so. Children who come to CAST are victims of abuse or are siblings of abused children. Our child advocates help to ease the trauma for these children as they go through the CAST process of being interviewed and examined and meeting with one of our therapists. In the CAST playrooms, advocates instigate creative activities for the children; sometimes they play games or do crafts. The advocates watch for unusual behaviors (such as aggression or sexual acting out) and report to the appropriate team member (interview specialist, social worker, therapist, etc.). Child advocates are full members of the CAST team, having taken an oath of confidentiality before a judge, and may watch interviews when they are not occupied with children.

Another important responsibility for volunteers at CAST is to assist our nurse practitioner or doctor by caring for children and helping to alleviate their trauma during alleged sexual assault victim (ASAV) exams. Child advocates also participate in special projects for all members of the team. They go out "into the field" (homes, schools, etc.) with social workers. They often plan and take part in parties for children; they are also involved in CAST public relations activities and speeches. Sometimes they "man" CAST or Child Abuse Prevention Center Booths at conventions and fairs. Some advocates have assisted CAST therapists in an off-site program for Spanish-speaking non-offending parents and their children.

They have also assisted our nurse practitioner by delivering an emergency guide to child sexual abuse to all hospitals and emergency rooms in Orange County. Excellent volunteer advocates are invited to be Team Leaders, a position in which the advocate is responsible for supervising other advocates on his or her shift. All child advocates participate in "de-briefings" after particularly difficult or unusual cases.

They also gather statistical data and assist families (and support social workers) by researching sources available in the county. Sometimes advocates are asked to help plan and attend advocate staff and in-service meetings.

Agency Mission: To reduce the trauma for abused children in Orange County as they go through the investigative process.
Children Youth and Family Collaborative

Through this Internship, **✓** Children/Youth  **✓** Tutoring Services  **✓** Person w/ Disabilities
Students Gain Experience With:  **☐** Families/Couples  **☐** Substance Abuse  **☐** Recreation Programs  Other: Foster youth, at-risk youth

Description of Internship:

VOLUNTEER TUTOR:

Volunteer tutors will work with at-risk and foster youth (K-12) at a school site in LAUSD, Compton Unified, Montebello Unified, or Pomona Unified School Districts. We are especially looking for tutors to work with foster youth in Montebello and Pomona Unified School Districts.

Tutors will be involved in homework help, academic tutoring, and enrichment. Tutors must make at least one semester commitment and work a minimum of 5 hours a week.

**TARGET TIMES: 2:15 - 6:00PM Daily**

RESPONSIBILITIES:
- Tutor in academic areas
- Ensure that students make progress in academic areas
- Provide a quality learning experience to students
- Document student progress and challenges (with forms provided)
- Communicate issues or problems to the Site Coordinator

QUALIFICATIONS:
- Ability to pass a standard assessment
- Pass a background test (Livescan) and TB test
- Must have reliable transportation

Agency Mission: To establish partnerships with youth-centered organizations and community volunteers with youth in foster care and at-risk youth for the purpose of enhancing, supporting and providing a holistic approach for their educational, vocational, and overall well being.
Children's Bureau

Internship Program: **Anaheim Harbor FRC**

Address: 50 S. Anaheim Blvd, Suite 241
Anaheim, CA 92805

Phone: (714)517-1900 x202
Fax: (714)517-1911

Supervisor: Valerie Brauks
E-Mail: valeriebrauks@all4kids.org
Website: www.all4kids.org

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, Students Gain Experience With:

- Children/Youth
- Elderly Services
- Health Issues
- Families/Couples
- Substance Abuse
- Counseling Services
- Tutoring Services
- Recreation Services
- Person w/ Disabilities
- Other: Victim Assistance
- Administrative/Computers

Description of Internship:

At our Family Resource Centers, interns have an opportunity to get training in case management, advocacy, information and referral, client engagement, working with community groups. Interns also participate with a collaborative team in community events and outreach.

**DUTIES TO INCLUDE:**

1. **Student will learn the role and responsibilities of an Information & Referral Specialist (I&R)**

2. **Student will provide I&R services to assist clients, i.e. providing information, and referrals; food distribution; client basic needs, projects, etc.**

3. **Student will assist Family Support Specialist (FSS) with overseeing parent engagement activities.**

4. **Student will observe FSS intakes and, per recommendation from FSS, will meet one-on-one with parents and/or children to facilitate specific activities or interventions.**

5. **Student will learn case management practices.**

6. **Student will develop necessary documentation and organizational skills for client case files.**

7. **Student will write contact notes based on observations of Family Support sessions and one-on-one meetings with parents and/or children.**

8. **Student will provide support to Special Events & FRC Projects.**

9. **Student will assist with Child Abuse Prevention month activities.**

10. **Student will work with Family Resource Center staff and collaborative partners to develop professional relationships in the work environment.**

**2 semester commitment required**

**NOTE:** Interns must get:

- Livescan
- TB Tested

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**Agency Mission:** The Children’s Bureau mission is to help children succeed and excel at leading happy, healthy, productive lives through a combination of prevention, treatment, research and advocacy. Children’s Bureau is committed to providing vulnerable children — especially in the early years — the foundation necessary to become caring and productive adults by:

- Preventing child abuse and neglect both at home and in the community;
- Protecting, nurturing and treating abused children

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Children's Bureau

- Enhancing the potential of families and communities to meet the needs of their children by bringing them together to create safe and secure environments;
- Advancing the welfare of children and families through superior programs in foster care, adoptions, child development, parent education, mental health, research and advocacy.
Internship Program: **Counseling and Advisement Center**

Address: 1000 W. Foothill Blvd. Glendora, CA 91741
Phone: 626-914-8538
Fax: 626-914-8544
Supervisor: Lucinda Over
E-Mail: lover@citruscollege.edu
Website: citruscollege.edu

Paid Internships Available: No
Background Clearance: Yes

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** Tues and Wed. 5-7:00 PM

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other: Student Services, Higher Education
- Health Issues
- Counseling Services
- Administrative/Computers
- Other:

**Description of Internship:**

* Assist educational advisors in preparing for scholarship workshops.
* Learn to use the CSU and UC application websites and assisting educational advisors with workshops in this area.
* Help the clerical team catalog new career books and doing some research about the best check out system for our office.
* Assist the counselors and advisors with the student database. Record a student’s major and the school they plan to attend into the database.
* Help the clerical team prepare files for counselors and advisors. Return the files to their proper place after being processed in the database.
* Assist the educational advisors and counselors in preparing materials for workshops and classroom visits.
* Assist students who come to the Counseling & Advisement Center with questions and schedule them for appointments.
* Help facilitate classroom tours and workshops.
* Assist with the planning of Transfer Days
* Attend and participate in some of the classroom visits and workshops facilitated by the center.

**NOTE:** You can also contact Cynthia Patino at (626)914-8541. Please CC cpatino@citruscollege.edu in all correspondence. Thanks!

**Agency Mission:**

Citrus College will provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.
## City of Brea

**Internship Program:** Case Management  
**Address:** 500 Sievers Ave.  
Brea, CA 92821  
**Phone:** (714)990-7750  
**Fax:** (714)671-2918  
**Supervisor:** Lani Gormsen  
**E-Mail:** lanig@cityofbrea.net  
**Website:** www.cityofbrea.net  

**Paid Internships Available:** No

**Background Clearance:** Yes

**Through this Internship, Students Gain Experience With:**  
- Elderly Services  
- Health Issues  
- Families/Couples  
- Tutoring Services  
- Person w/ Disabilities  
- Substance Abuse  
- Recreation Programs  
- Administrative/Computers  

**Description of Internship:**  
The Senior Services Program supports seniors, 60 years of age, who need assistance maintaining an independent lifestyle. Home assessments are completed to evaluate physical, environmental, emotional, personal, and financial needs. Personalized assistance is offered in matching needs with community resources. The program is supervised by a professional staff that oversees and lends instruction throughout the internship.

**Intern Duties:**
The Senior Services intern will have the opportunity to learn the steps of Care Management necessary to coordinate services for the older adult population and help to link clients to diverse service ensuring that the needs of the clients are met in a timely fashion. Responsibilities include:
- Update and investigate resources
- Assist with client in-home visits to evaluate client's needs
- Assist with development and implementation of care plan
- Conduct follow-up phone calls
- Assist staff with outreach presentation at senior apartment complexes and mobile home parks
- Update client computer data.
- Program development
- Special events & projects

**Time Commitment:**
Hours are flexible and will be based on the needs of the Senior Services Supervisor and staff.

**Agency Mission:**
The mission of the Brea Senior Center is to provide a variety of free or low cost services to enhance the quality of life for active and frail seniors.
# City of Brea

## Human Services Internship

**Address:** 695 E. Madison Way  
Brea, CA 92821

**Phone:** (714) 990-7160  
**Fax:** (714) 671-4401

**Supervisor:** Cesar Pacheco  
**E-Mail:** cesarp@cityofbrea.net  
**Website:** www.cityofbrea.net

**Paid Internships Available:** No  
**Background Clearance:** No

**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** M-F 9am - 6pm

### Through this Internship

- ✔️ Children/Youth  
- ✔️ Families/Couples  
- ☐ Tutoring Services  
- ☐ Person w/ Disabilities  
- ☐ Elderly Services  
- ☐ Substance Abuse  
- ☐ Recreation Programs  
- Other:

### Students Gain Experience With

- ✔️ Health Issues  
- ✔️ Counseling Services  
- ✔️ Administrative/Computers

### Description of Internship:

The Human Services Intern will have the opportunity to assist staff with the planning, organization, and delivery of several FRC programs. The selected candidate will have the opportunity to view how families and individuals are connected with local and County services through a team approach to case management and human services programming. He or she will also learn the collaborative approach to Human Services, while learning the skills needed to work in a multi-agency organization.

The Human Services Intern will:

* Learn to plan, promote, and implement programs benefiting at-risk families.
* Track referrals & services received
* Disseminate information and referrals.
* Prepare reports for grant-funded programs.
* Have direct contact with clients, community groups and partners.
* Assist staff with FRC special events and programs.
* Contribute to the Case Management Program.

### Agency Mission:

The mission of the Brea Senior Center is to provide a variety of free or low cost services to enhance the quality of life for active and frail seniors.
**City of Brea**

**Internship Program:** Special Event Intern

**Address:** 1 Civic Center Circle  
Brea, CA 92821

**Phone:** (714)990-7771  
**Fax:** (714)671-4484

**Supervisor:** Pat Tremayne  
**E-Mail:** patt@cityofbrea.net  
**Website:** www.cityofbrea.net

**Paid Internships Available:** No  
**Background Clearance:** No

**Hours Interns Can Work:**  
- ☑ M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** Occasional Weekends

**Through this Internship, Students Gain Experience With:**

- ☐ Children/Youth  
- ☐ Families/Couples  
- ☐ Tutoring Services  
- ☐ Person w/ Disabilities
- ☐ Elderly Services  
- ☐ Substance Abuse  
- ☐ Recreation Programs  
- ☐ Other: Fundraising
- ☐ Health Issues  
- ☐ Counseling Services  
- ☑ Administrative/Computers

**Description of Internship:**

The Special Events Intern will have the opportunity to learn the inner workings of a dynamic Community Services Department and how to plan, organize, and participate in all aspects of annual events such as: Spring Craft Boutique; Women’s Jewelry and Accessories show; July 4th Country Fair; Brea Fest: A Taste of the Arts; Nutcracker Craft Boutique; Holiday Tree Lighting.

**Agency Mission:**

The mission of the Brea Senior Center is to provide a variety of free or low cost services to enhance the quality of life for active and frail seniors.
# City of Irvine, Community Service Department

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Disability Services</th>
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<tbody>
<tr>
<td>Address:</td>
<td>1 Civic Center Plaza</td>
</tr>
<tr>
<td></td>
<td>Irvine, CA 92623</td>
</tr>
<tr>
<td>Phone:</td>
<td>(949)724-6732</td>
</tr>
<tr>
<td>Fax:</td>
<td>(949)724-6214</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Susie Blanco</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:sblanco@cityofirvine.org">sblanco@cityofirvine.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.cityofirvine.org/ds">www.cityofirvine.org/ds</a></td>
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<tr>
<td>Paid Internships Available:</td>
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<td>Other:</td>
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<tr>
<td>✓ Health Issues</td>
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<td>□ Counseling Services</td>
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<tr>
<td>City of Irvine Disability Services provides support services and social programs with disabilities, their families, caregivers, and providers, who live and work in Irvine.</td>
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<tr>
<td>Services and Programs include:</td>
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<tr>
<td>*Social and Recreational programs for all ages</td>
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<tr>
<td>*Community Disability Awareness Events</td>
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<tr>
<td>*Disability Weariness Training</td>
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<tr>
<td>*Irvine Residents with Disabilities Advisory Board</td>
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<tr>
<td>*Access Reporting</td>
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<tr>
<td>*Inclusions and Accommodation support</td>
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<tr>
<td>**Collaborations with Community Disability Agencies</td>
</tr>
<tr>
<td>DISABILITY SERVICES: provides information and support services to people with disabilities who live or work in Irvine. Disability Services offers social/recreational opportunities, community awareness events, informational seminars, quarterly newsletter, classes, and much, much more.</td>
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<th>Agency Mission:</th>
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<td>The City of Irvine’s Community Service Department provides exceptional service, innovative programs, and diverse cultural experiences in vibrant, sustainable spaces.</td>
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City of Irvine, Community Service Department

Internship Program: **TRIPS (Transportation)**

- **Address:** 6427 Oak Canyon
  Irvine, CA  92618
- **Phone:** (949)724-6633
- **Fax:** (949)724-6749
- **Supervisor:** Susie Blanco
- **E-Mail:** sblanco@cityofirvine.org
- **Website:** www.cityofirvine.org/ds

**Paid Internships Available:** No

**Background Clearance:** Yes

**Hours Interns Can Work:**
- ☑ M-F Regular Business Hrs (9am-5pm)
- ☑ M-F Evenings (5pm-10pm)
- ☑ M-F Nights (10pm-9am)
- ☑ Weekend days (9am-5pm)
- ☑ Weekend evenings (5pm-10pm)
- ☑ Weekend nights (10pm-9am)
- ☑ Academic year only (Aug/Sept-May/June)

**Other Hours:**
- ☑ Administrative/Computers

**Through this Internship, Students Gain Experience With:**
- ☑ Elderly Services
- ☑ Substance Abuse
- ☑ Health Issues
- ☑ Counseling Services
- ☑ Tutoring Services
- ☑ Recreation Programs
- ☑ Person w/ Disabilities
- ☑ Other: Transportation ride-a-longs

**Description of Internship:**

**ADMINISTRATIVE SUPPORT**

* assist with reservations
* answer questions regarding TRIPS program
* participate in community/health fairs
* Mailings - mail out brochures
* conduct intake of surveys
* assist clients on ride-a-longs

The City of Irvine TRIPS program provides a low-cost, door-to-door, wheelchair accessible transportation service to qualified Irvine residents age 18 or older who are unable to drive due to permanent physical and/or cognitive disability. Through community mobilization, information and referral, the TRIPS program encourages independence, personal competency and community involvement and is committed to enhancing the quality of life of those individuals who require specialized transportation services.

**Agency Mission:**

The City of Irvine’s Community Service Department provides exceptional service, innovative programs, and diverse cultural experiences in vibrant, sustainable spaces.
Internship Program: **Recreation Division (Special Programs/Classes)**

Address: 13225 S. Walnut St.
Whittier, CA 90602

Phone: (562)567-9470
Fax: (562)567-2878

Supervisor: Ruri Pierre
E-Mail: rpiere@cityofwhittier.org
Website: http://www.cityofwhittier.org

Paid Internships Available: No
Background Clearance: Yes

Through this Internship, ✓ Children/Youth  ✓ Families/Couples  ✓ Tutoring Services  ✓ Person w/ Disabilities
✓ Elderly Services  ✓ Substance Abuse  ✓ Recreation Programs  Other:
✓ Health Issues  ✓ Counseling Services  ✓ Administrative/Computers

Other Hours:

Description of Internship:
Interns will assist instructors and/or recreation specialist in planning and implementing the activities design and distributing promotional materials. Classes include: Aerobics, Arts & Crafts, Fitness, Sports, and Health.

Therapeutic Recreation Program is a recreation and social programs for teens and adults who are developmentally disabled. Interns will assist recreation specialist in planning and implementing recreational and leisure activities for teens and adults with disabilities. Activities include drama and art classes, dances, special events, excursions, and Special Olympics.

Note:
All volunteers thorough our department must come for an interview with Ruri Pierre.

Agency Mission:
To enhance the quality of life for Whittier residents by providing comprehensive and diverse recreational, cultural, social and human services program. These programs will be available to all without regard to age, sex, race, national origin or ability.
## City of Whittier

### Senior Division

| Address: | 13225 Walnut St.  
|          | Whittier, CA 90602 |
| Phone:   | (562) 567-9470 |
| Fax:     | (562) 567-2870 |
| Supervisor: | Ruri Pierre |
| E-Mail: | rpierre@cityofwhittier.org |
| Website: | http://www.cityofwhittier.org |

| Paid Internships Available: | No |
| Background Clearance: | Yes |

| Internship Program: | Senior Division |
| Hours Interns Can Work: |
| M-F Regular Business Hrs (9am-5pm) | ☑ |
| M-F Evenings (5pm-10pm) | ☐ |
| M-F Nights (10pm-9am) | ☐ |
| Weekend days (9am-5pm) | ☐ |
| Weekend evenings (5pm-10pm) | ☐ |
| Weekend nights (10pm-9am) | ☐ |
| Academic year only (Aug/Sept-May/June) | ☐ |

| Other Hours: |

| Through this Internship, Students Gain Experience With: |
| ☑ Elderly Services |
| ☑ Recreation Programs |
| ☑ Tutoring Services |
| ☑ Person w/ Disabilities |
| ☑ Families/Couples |
| ☑ Substance Abuse |
| ☑ Counseling Services |
| ☑ Health Issues |
| ☑ Administrative/Computers |

| Description of Internship: |

A wide variety of recreational, cultural, and educational activities are provided for adults 60+. Interns will plan and implement activities such as health & fitness classes, dances, arts & crafts, special events, information and referral services, etc., for the semester.

| Agency Mission: |

To enhance the quality of life for Whittier residents by providing comprehensive and diverse recreational, cultural, social and human services program. These programs will be available to all without regard to age, sex, race, national origin or ability.
Internship Program: Youth Services Division - WYN Club

Address: 15390 Lambert Rd.
Whittier, CA 90604

Phone: (562)567-9470
Fax: (562)567-2878

Supervisor: Ruri Pierre
E-Mail: rpierre@cityofwhittier.org
Website: http://www.cityofwhittier.org

Paid Internships Available: No

Background Clearance: Yes

Hours Interns Can Work:
☐ M-F Regular Business Hrs (9am-5pm)
☐ M-F Evenings (5pm-10pm)
☐ M-F Nights (10pm-9am)
☐ Weekend days (9am-5pm)
☐ Weekend evenings (5pm-10pm)
☐ Weekend nights (10pm-9am)
☐ Academic year only (Aug/Sept-May/June)

Through this Internship, ☑ Children/Youth ☐ Families/Couples ☐ Tutoring Services ☐ Person w/ Disabilities
☐ Elderly Services ☐ Substance Abuse ☑ Recreation Programs Other:
☐ Health Issues ☐ Counseling Services ☐ Administrative/Computers

Description of Internship:
- Drop-in recreational program for youth 2nd - 5th grade. Provides a variety of recreational activities, special interest classes, personal development activities and excursions. Times - 2:30 - 5:00 pm, Mon. - Fri. - School yr.
  Summer Hours 12:00pm-5:00pm Mon.-Fri.
- Summer Day Camp - June through August. Camp offers excursions. Arts/crafts, sports and other fun activities. Times 7: am - 6:00 pm, Mon-Fri.

Agency Mission: To enhance the quality of life for Whittier residents by providing comprehensive and diverse recreational, cultural, social and human services program. These programs will be available to all without regard to age, sex, race, national origin or ability.
Colette's Children's Home Internship Program

Address: 7372 Prince Drive #106
Huntington Beach, CA 92647
Phone: (714)596-1380
Fax: (714)848-1866
Supervisor: Betty Medina
E-Mail: bmedina@healinghomelessness.org
Website: www.healinghomelessness.org
Paid Internships Available: No
Background Clearance: Yes

Through this Internship: ✓ Children/Youth ✓ Families/Couples ☐ Tutoring Services ☐ Person w/ Disabilities
☐ Elderly Services ✓ Substance Abuse ☐ Recreation Programs Other: Homelessness; Case Management
☐ Health Issues ☐ Counseling Services ☐ Administrative/Computers

Description of Internship:
We have 13 shelters located throughout Orange County including locations in Huntington Beach, Fountain Valley, Placentia and Anaheim.

**NOTE** Most internship hours are completed in our office located in Huntington Beach. Some hours may be completed at shelter locations either while shadowing Case Managers or co-facilitating our Life Skills/Children's Program.

Interns will work closely with our case management staff. Through the case management process interns will increase their knowledge of the needs of our clientele and of community resources that are available to meet those needs. Interns observe the screening and assessment process and will be asked to conduct their own initial assessments under the supervision of our case management staff.

CLEARANCE PROCEDURES: Livescan required - $19.00 and will be reimbursed by agency

Agency Mission: Our mission is to provide homeless single women and mothers with children a safe home in a nurturing environment where they can obtain the support and services needed to achieve independence and self sufficiency.

Revised: 11/19/2015 15-16

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Community Service Programs, Inc. (CSP)

Internship Program: Sexual Assault Victim Services

Address: 1221 E. Dyer Rd. Suite 120
Santa Ana, CA 92705

Phone: (949)752-1971
Fax: (949) 975-0250

Supervisor: Christina Beecher
E-Mail: cbeecher@cspinc.org
Website: http://www.cspinc.org

Paid Internships Available: No

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: Can work occasional evenings and weekends.

Regular Business hours are from 8am-5pm

Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Counseling Services
- Administrative/Computers

Description of Internship:
- ***Sexual Assault interns are REQUIRED to complete a 48 hr. certification training. The cost of this training is $65.***
- Student begin the application process after the training for placement the following semester.
- **CSP requires that interns have a valid CA driver's license, reliable vehicle and maintain legally mandated automobile liability insurance. Fingerprinting and background check required.**

Outlined below are the three types of positions that MAY be available through this program: Not all positions are available at all times. Intern positions are LIMITED although you may volunteer in one of our programs to gain experience.

VICTIM SERVICES INTERN - Provide direct assistance to survivors of sexual assault and their families. This is accomplished through work in the sexual assault office, responding to hotline calls, and providing on-scene support at hospitals. Interns provide crisis intervention and emergency assistance.

COURT SERVICES INTERN - Work with staff based in the Sexual Assault Prosecution Unit of the District Attorney's Office. Interns provide court related assistance to victims/witnesses of crime and their families. Duties may include direct assistance to clients, providing information and referrals to appropriate resources, follow-up and general office support. * Minimum 1 year commitment.

PREVENTION EDUCATION INTERN - Work with staff to develop and present programs that educate, empower and lead to a reduction in violence. The prevention component works in conjunction with local schools, colleges, and community groups.

Agency Mission: CSP, a non-profit agency is committed to serving youth, adults and families living in Orange County who are involved or at risk of involvement with the justice system.
Community Service Programs, Inc. (CSP)

Internship Program: **Victim Assistance Program**

Address: 1221 E. Dyer Rd. Ste 120
Santa Ana, CA 92705

Phone: (949) 752-1971
Fax: (949) 975-0250

Supervisor: Christina Beecher
E-Mail: cbeecher@cspinc.org
Website: http://www.cspinc.org

Paid Internships Available: No

Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services
- Tutoring Services
- Families/Couples

Other Hours: Regular business hours are from 8am-5pm.

Description of Internship:

**CSP requires that interns have a valid CA driver's license, reliable vehicle and maintain legally mandated automobile liability insurance. Fingerprinting and background check required.**

CSP, Victim Assistance Programs work with law enforcement agencies and the criminal justice system to assist victims and witnesses of crime. The program addresses physical, emotional, financial, and legal issues through crisis intervention and continuing support services. The following positions are available:

VICTIM/WITNESS CENTER INTERNS - Students would provide court related assistance to victims/witnesses of crime and their families. Duties include direct assistance to clients, providing information and referrals to appropriate resources, follow-up and general office support. Intern positions are located at the court centers in Fullerton, Newport Beach, Santa Ana, Westminster, and Juvenile Court in Orange.

DOMESTIC VIOLENCE ASSISTANCE PROGRAM INTERNS - Interns in this unit provide assistance to office staff and victims of domestic violence who are filing Temporary Restraining Orders. Your duties would include answering telephones, screening clients for appropriate services, copying documents, and assisting clients with actual completion of the T.R.O. paperwork.

EVENT AND RESOURCE INTERN - This position provides support to the administrative staff of Victim Assistance Programs. This intern assists with major event coordination, grant research, and our Therapist Referral List. This is your opportunity to support direct staff out in the field, connect with professional clinicians in the community, and explore your skills with non-profit development.

Agency Mission: CSP, a non-profit agency is committed to serving youth, adults and families living in Orange County who are involved or at risk of involvement with the justice system.
Community Service Programs, Inc. (CSP)

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Youth Shelter (Crisis Stabilization Program)</th>
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<tbody>
<tr>
<td>Address:</td>
<td>980 Catalina</td>
</tr>
<tr>
<td></td>
<td>Laguna Beach, CA 92651</td>
</tr>
<tr>
<td>Phone:</td>
<td>(949) 494-4311</td>
</tr>
<tr>
<td>Fax:</td>
<td>(949) 497-4861</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Melissa Whitworth</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:youthshelter@cspinc.org">youthshelter@cspinc.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.cspinc.org">http://www.cspinc.org</a></td>
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<td>Paid Internships Available:</td>
<td>No</td>
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<tr>
<td>Background Clearance:</td>
<td>Yes</td>
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<tr>
<td>Hours Interns Can Work:</td>
<td>M-F Regular Business Hrs (9am-5pm)</td>
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<td>Through this Internship, Students Gain Experience With:</td>
<td>Children/Youth</td>
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<td>Tutoring Services</td>
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<td>Person w/ Disabilities</td>
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<td>Administrative/Computers</td>
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<td>Health Issues</td>
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<td>Other: Victim Assistance; at-risk youth</td>
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<td>Description of Internship:</td>
<td>QUALIFICATIONS: Ability to communicate with empathy and concern. Must be patient, enjoy working with people especially adolescents, maintain confidentiality of the clients, be able to work with Staff and Volunteers congenially, and have pleasant phone personality. Must have a valid driver’s license and reliable automobile. Experience working with adolescents is helpful.</td>
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<td></td>
<td>REQUIREMENTS: Attend the 4 hour Youth Shelter training, complete background/fingerprint check and health screen/TB test, and commit to at least 100 hours of experience.</td>
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<td>JOB SUMMARY: Provides support to Shelter Staff in supervising the teen residents and assist with administrative tasks and house operation.</td>
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<td>LEVEL OF SUPERVISION: Works under general supervision of the Volunteer Coordinator. Is directly responsible to the House Coordinator and Youth Supervisors during assigned shift.</td>
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<td>PRINCIPAL DUTIES AND RESPONSIBILITIES:</td>
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<td></td>
<td>* Assists the House Supervisor and Youth Supervisors * Participates as an active listener and provides support for Shelter residents</td>
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<td></td>
<td>* Reports suspected cases of child abuse to proper authorities Maintains structure of Shelter program as established by set policies and procedures, keeping aware of House Rules and Consequences as they apply to residents</td>
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<td>* Develops recreational, educational and/or cultural activities for the residents Provides support counseling to the residents</td>
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<td>* Reports daily contacts and activities to Youth Supervisors</td>
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<td>* Assists with the Information and Referral hot line, telephones, and Client intake process</td>
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<td>* Helps with meal preparation/supervision as needed</td>
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<td>* Promotes the best interest of the Shelter program</td>
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<tr>
<td></td>
<td>As a short term crisis intervention shelter, our goal is to provide an open-minded, safe and nurturing environment by offering encouragement, guidance, skills for better life choices, and hope to teens and their families.</td>
</tr>
<tr>
<td>Agency Mission:</td>
<td>CSP, a non-profit agency is committed to serving youth, adults and families living in Orange County who are involved or at risk of involvement with the justice system.</td>
</tr>
</tbody>
</table>

Revised: 11/19/2015  15-16
**Internship Program:** Friendly Visitor Opportunity

**Address:** 2001 E. 4th St., Suite 106
Santa Ana, CA 92705

**Phone:** (714)352-8820 Ext. 203

**Fax:** (714)479-0234

**Supervisor:** Maria Lamas

**E-Mail:** mlamas@coaoc.org

**Website:** www.coaoc.org

**Paid Internships Available:** No

**Background Clearance:** Yes

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** Flexible Hours

**Through this Internship, Students Gain Experience With:**
- Elderly Services
- Substance Abuse
- Counseling Services
- Administrative/Computers

**Description of Internship:**
This volunteer/internship program is an opportunity available to University students participating in Service Learning and Community Service activities, or who want to gain relevant professional experience. The curriculum has a multidisciplinary approach that integrates first-hand knowledge of the senior population through direct services, community outreach awareness and exposure, and understanding the standard operations protocols of a non-profit organization. A minimum of 60 – 120 hours commitment is required.

**Major Responsibilities:**
- Direct Client Service: Provide telephone visitations to isolated older adults on weekly basis. Under supervised conditions make referrals to community resources to meet client’s needs. Provide home visitation to a lonely senior.
- Outreach and Volunteer Recruitment: Network and promote the agency within the local community. Participate in volunteer fairs, special events, and trainings.
- Administrative Support: Perform general clerical duties such as scheduling, database management, and telephone assistance.

**Qualifications and Requirements:**
- Knowledge of MS Word, Excel, and Internet research
- Excellent communication and customer service skills
- Self-motivated and self–starter
- Sensitivity toward older adults and persons with disabilities
- Complete training and attend in-service meetings
- Be fingerprinted through the Department of Justice (free of charges)
- Professional demeanor

**Schedule and Supervision:**
The opportunity offers a flexible schedule during the week. The intern will report to and be supervised by, the Caring Connections Staff and receive a Certificate upon completion.

**Agency Mission:**
MISSION: The Council on Aging-Orange County promotes the independence, health, and dignity of older adults through compassion, education, and advocacy.

VISION: Through the efforts of the Council on Aging-Orange County, our community will realize a better aging experience in which older adults are treasured and everyone can find solutions to the aging issues they face.

VALUES: compassion, integrity, quality, responsibility.
The Health Insurance Counseling and Advocacy program recruit and train volunteers to participate in a countywide program that benefits older adults and persons with disabilities to navigate through Medicare and how it relates with other health insurance policies. Program goal is to provide objective counseling, advocacy and assistance with Medicare, health insurance and related health coverage plans for Medicare beneficiaries, and to educate the public on Medicare and health insurance issues. As an intern, there would be direct client contact by phone to do initial case intake process and assist with enrollment for clients in low income programs. Outreach and Volunteer recruitment as well as network and promote the HICAP and Council on Aging-OC programs and services at community fairs, special events and trainings.

GRANTS & DEVELOPMENT SUPPORT: assist with grants research

ADMINISTRATIVE SUPPORT: perform general clerical duties such as database management for reporting purposes, scheduling and telephone assistance.

Qualifications / Requirements:
* Knowledge of MS Word, Excel, and Internet Research "excellent communication and customer service skills"
* Self-motivated and self starter*
* Professional demeanor
* Sensitivity toward older adults and persons with disabilities
* Have access to transportation and a telephone; be fingerprinted through the Department of Justice

Agency Mission:
MISSION: The Council on Aging-Orange County promotes the independence, health, and dignity of older adults through compassion, education, and advocacy.

VISION: Through the efforts of the Council on Aging-Orange County, our community will realize a better aging experience in which older adults are treasured and everyone can find solutions to the aging issues they face.

VALUES: compassion, integrity, quality, responsibility.
Internship Program: **ReConnect Program**

Address: 2001 E. 4th St., Suite 106  
Santa Ana, CA 92705

Phone: (714)352-8820 ext. 209  
Fax: (714)479-0234

Supervisor: Jena Chomchavalit  
E-Mail: jchomchavalit@coaoc.org

Website: www.coaoc.org

Paid Internships Available: No

Background Clearance: Yes

**Position Description:**
The internship program is an opportunity available to College and University students participating in Service Learning activities, or who want to gain relevant professional experience. The curriculum focuses on a direct services approach to provide first-hand knowledge of the significant elements involved in the services delivery to isolated individuals.

**Major Responsibilities:**
- Direct Client Service: Organize, schedule, and conduct weekly activities with assigned clients.
- Outreach and Volunteer Recruitment: Network and promote the ReConnect program within the local community. Participate in volunteer fairs, special events, volunteer recruitment exhibitions and trainings.
- Administrative Support: Document participant’s activities and visits, and conduct telephone assistance to monitor clients.

**Qualifications and Requirements:**
- Knowledge of Microsoft software and Internet research
- Excellent communication and customer service skills
- Self-motivated and self-starter
- Sensitivity toward isolated adults and older adults
- Professional demeanor
- Have access to transportation and a telephone
- Complete training and attend in-service meetings
- Be fingerprinted through the Department of Justice (free of charges)
- Present a clean DMV report
- Minimum 60 total hours of volunteer commitment

**Schedule and Supervision:**
The opportunity offers a flexible schedule during the week. The intern will report to and be supervised by, the ReConnect Staff and receive a Certificate upon completion.

**Agency Mission:**
MISSION: The Council on Aging-Orange County promotes the independence, health, and dignity of older adults through compassion, education, and advocacy.

VISION: Through the efforts of the Council on Aging-Orange County, our community will realize a better aging experience in which older adults are treasured and everyone can find solutions to the aging issues they face.

VALUES: compassion, integrity, quality, responsibility.
Creative Identity

Internship Program:  Creative Identity
Address:  2580 West Orange Ave.
          Anaheim, CA 92804
Phone:  714-527-2508
Fax:  714-527-2146
Supervisor:  Cynthia Smith
E-Mail:  creativeidentityanaheim@yahoo.com
Website:  http://www.ci-oc.org

Paid Internships Available:  No
Background Clearance:  Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Background Clearance:  Yes

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other:
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:
Creative Identity is a non-profit 501©(3) organization for Adults with Developmental Disabilities. Clients range in age from 22-65 years old and have a wide range of disabilities. (Down Syndrome, Autism, Cerebral Palsy, Blindness and other developmental and intellectual disabilities). Student's involved in fieldwork will be able to work with a variety of clients in classes involving music therapy, dance/movement therapy, art, ceramics, reading, math, and computer skills, along with assisting with one of Creative Identity's two annual performances.

Description of Duties:
The Human Services Intern will have the opportunity to learn about the various developmental disabilities and the effective use of the performance arts and creative arts in developing greater independence and productivity for this special population. Responsibilities Include:
* Participation in the various classes
* Assist the Therapists/instructors with actively engaging each client during each structured class.
* Assist clients when needed with basic individual tasks.
* Complete an assessment of a client, focused on identifying strengths and weaknesses.
* Develop and implement a special project related to serving the needs of clients, in consultation with supervisor.
* Develop a comparison and contrast outline of the various developmental disabilities.
* Complete a learning module in Adult Protective Services-Mandated Reporting Protocol.
* Co-lead and/or lead a class in fine arts (music, dance, art, etc) and/or life skills (reading, writing, math, etc.).
* Keep a daily journal reflecting your experience with the clients.

**NOTE: Live scan, TB test, CPR and first-aid training all required. Students pay for all costs involved.

Agency Mission:
Creative Identity's mission is to improve the quality of life and societal perceptions of adults with intellectual and developmental disabilities by providing therapeutic and educational interventions that cultivate personal and social responsibilities, pre-vocational skills, independence, and creative potentials through participation in music and expressive arts.

Revised: 11/19/2015  15-16
Creative Identity

Internship Program: **Grantsmanship**

Address: 2580 West Orange Ave.
Anaheim, CA 92804

Phone: (714)527-2508
Fax: (714)527-2146

Supervisor: Cynthia Smith
E-Mail: creativeidentityanaheim@yahoo.com
Website: http://www.ci-oc.org

Paid Internships Available: No
Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: M-F 9:00AM-3:00PM

Through this Internship, Students Gain Experience With:
- Elderly Services
- Substance Abuse
- Health Issues
- Counseling Services

Description of Internship:

Grant writing for Non-Profit Organization

Creative Identity is a non-profit 501(c)(3) organization for Adults with Developmental Disabilities. Consumers range in age from 22-65 years old and have a wide range of disabilities including: Down Syndrome, Autism, Cerebral Palsy, Blindness, and other developmental and intellectual disabilities. The intern will learn about various developmental disabilities and how Creative Identity’s program addresses its client needs of developing greater independence and productivity through participation in the arts. The intern will focus on learning to write grants for projects and program development.

Description of Duties:

Development of Grantsmanship

The Human Services intern will have the opportunity to learn how to prepare grant proposals to assist existing programs and develop new programs within Creative Identity. Responsibilities include:

* Identify need or problem to be addressed by project or program.
* Demonstrate project logic and outcome, impact of grant funding.
* Research grant makers to match grant seeking purposes.
* Prepare Letter of Inquiry to grant makers and request guidelines for application.
* Prepare Preliminary Proposal and Full Funding Proposal.
* Follow up with grant maker.
* Research and development of grant writing will include the use of Internet and research libraries.

**NOTE:** Proposal writing required prior to taking this internship.

Agency Mission:

Creative Identity’s mission is to improve the quality of life and societal perceptions of adults with intellectual and developmental disabilities by providing therapeutic and educational interventions that cultivate personal and social responsibilities, pre-vocational skills, independence, and creative potentials through participation in music and expressive arts.
Crittenton Services for Children and Families

Internship Program: Family Preservation - LONG BEACH

Address: 801 E. Chapman Ave., Ste. 203
Fullerton, CA 92831
Phone: (714) 680-9000
Fax: (714) 680-8207
Supervisor: Carol Christie-Gomez
E-Mail: interns@crittentonsocal.org
Website: http://www.crittentonsocal.org

Paid Internships Available: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: M-Thurs, NO Fridays. Evening work available. (Fall & Spring Semester's only)

Background Clearance: Yes

Through this Internship, Students Gain Experience With:
- ✓ Children/Youth
- ✓ Families/Couples
- ✓ Counseling Services
- ✓ Tutoring Services
- ✓ Person w/ Disabilities
- ✓ Elderly Services
- ✓ Substance Abuse
- ✓ Recreation Programs
- Other: Case management
- ✓ Health Issues
- ✓ Administrative/Computers

Description of Internship:
Apply online at: http://crittentonsocal.org/undergraduate.html

NOTE: This location is in LONG BEACH

POPULATION: Children and adults referred by the Department of Children and Family Services who are receiving Family Preservation Services who are in need of individual, group, and family therapy.

EXPERIENCE: Assist in case management and providing home services to Family Preservation clients. Practicum students will also document necessary information regarding the client's sessions and mental health needs and assessments.

SUPERVISION: Weekly group supervision is provided on Tuesday 1 - 2 pm.

HOURS: Tuesday and Thursday 1-5 pm, Minimum 8 hours a week commitment is required.
NOTE: Hours may vary in upcoming semester.

REQUIRED QUALIFICATIONS:
Fingerprinting: All practicum students must be fingerprinted and pass the Federal/State fingerprinting clearance. Due to our licensing regulations, if there is any misdemeanor or felony on one's criminal record one is not eligible for a practicum placement.

TB Test: Current TB test (past year).

Valid Identification: Valid driver's license, state identification, or student identification.

APPLICATION PROCESS:
Interested practicum students that meet the qualifications and can fulfill the hours available please e-mail interns@crittentonsocal.org to apply for the upcoming semester.

Agency Mission: The mission of Crittenton Services for Children and Families is to help heal the wounds of abuse and neglect; to strengthen families, whether birth, foster or adoptive; and to help troubled adolescents reach their full potential.
Crittenton Services for Children and Families

Internship Program: Foster Care & Adoption
Address: 801 E. Chapman Ave., Ste. 203
          Fullerton, CA 92831
Phone: (714) 680-9000
Fax: (714) 680-8207
Supervisor: Carol Christie-Gomez
E-Mail: interns@crittentonsocal.org
Website: http://www.crittentonsocal.org
Paid Internships Available: No
Background Clearance: Yes

Other Hours: (Fall & Spring Semester's only)

Through this Internship, students gain experience with:

- Children/Youth
- Tutoring Services
- Person w/ Disabilities
- Families/Couples
- Substance Abuse
- Recreation Programs
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:

Apply online at:
http://crittentonsocal.org/undergraduate.html

POPULATION: Crittenton’s Foster Care program serves children from birth up to 18 years of age. Children are referred by the Department of Children and Family Services or are placed by the Office of Refugee and have a wide range of needs and diagnoses. Clients are provided individual, family and group counseling as indicated.

Experience: Assist in providing case management services in the foster home to assigned children. Practicum students will also document necessary information regarding the client's progress.

Supervision: Weekly group supervision is provided on Tuesday or Thursday as determined by Supervisor.

Hours: Tuesday and Thursday 1pm-5pm
Minimum 8 hours a week commitment is required.
NOTE: Hours may vary in upcoming semester.

REQUIRED QUALIFICATIONS:
Fingerprinting: All practicum students must be fingerprinted and pass the Federal/State fingerprinting clearance. Due to our licensing regulations, if there is any misdemeanor or felony on one’s criminal record one is not eligible for a practicum placement.

TB Test: Current TB test (past year).

Valid Identification: Valid driver’s license, state identification, or student identification.

APPLICATION PROCESS:
Interested practicum students that meet the qualifications and can fulfill the hours available please e-mail interns@crittentonsocal.org to apply for the upcoming semester.

Agency Mission: The mission of Crittenton Services for Children and Families is to help heal the wounds of abuse and neglect; to strengthen families, whether birth, foster or adoptive; and to help troubled adolescents reach their full potential.
Crittenton Services for Children and Families

Internship Program: **Harbor Residential Program - UCP**

| Address: 801 E. Chapman Ave., Ste. 203 Fullerton, CA 92831 |
| Phone: (714) 680-9000 |
| Fax: (714) 680-8207 |
| Supervisor: Carol Christie-Gomez |
| E-Mail: interns@crittentonsocal.org |
| Website: http://www.crittentonsocal.org |

**Paid Internships Available:** No

**Background Clearance:** Yes

**Other Hours:** FALL and SPRING internships only

**Hours Interns Can Work:**
- ☑ M-F Regular Business Hrs (9am-5pm)
- ☑ M-F Evenings (5pm-10pm)
- ☐ M-F Nights (10pm-9am)
- ☐ Weekend days (9am-5pm)
- ☐ Weekend evenings (5pm-10pm)
- ☐ Weekend nights (10pm-9am)
- ☑ Academic year only (Aug/Sept-May/June)

**Through this Internship,**

Students Gain Experience With:

- ☑ Children/Youth
- ☑ Tutoring Services
- ☑ Person w/ Disabilities
- ☐ Families/Couples
- ☐ Substance Abuse
- ☐ Recreation Programs
- ☐ Health Issues
- ☐ Counseling Services
- ☐ Administrative/Computers
- ☐ Other: Parenting, Emanation services, chemical dependency.

**Description of Internship:**

Apply online at:
http://crittentonsocal.org/undergraduate.html

*Harbor Residential Program – Unaccompanied Children’s Program*

**POPULATION:** Crittenton’s Harbor Campus is a 24 hour, short term residential placement that serves up to 60 male and female clients up to the age of 18. Clients are placed by the Office of Refugee and Resettlement. Clients are provided individual and group counseling. Clients arrived in the US without a guardian and remain at the agency until sponsorship or return to the country of origin has been arranged.

Experience: Practicum students will work directly with clients and interact with them one-on-one and in groups. Practicum students will also document necessary information regarding the client’s case.

Supervision: Weekly group supervision is provided. *Requirement: Practicum students must speak Spanish*

Hours: Tuesday and Thursday 2pm - 7pm.
Minimum 10 hours a week commitment is required.
NOTE: Hours may vary in upcoming semester.

**REQUIRED QUALIFICATIONS:**
Fingerprinting: All practicum students must be fingerprinted and pass the Federal/State fingerprinting clearance. Due to our licensing regulations, if there is any misdemeanor or felony on one’s criminal record one is not eligible for a practicum placement.

TB Test: Current TB test (past year).

Valid Identification: Valid driver’s license, state identification, or student identification.

**APPLICATION PROCESS:**
Interested practicum students that meet the qualifications and can fulfill the hours available please e-mail interns@crittentonsocal.org to apply for the upcoming semester.

**Agency Mission:**
The mission of Crittenton Services for Children and Families is to help heal the wounds of abuse and neglect; to strengthen families, whether birth, foster or adoptive; and to help troubled adolescents reach their full potential.

Revised: 11/19/2015
Internship Program: **Valley View Residential Treatment Program**

Address: 801 E. Chapman Ave., Ste. 203
Fullerton, CA 92831

Phone: (714) 680-9000
Fax: (714) 680-8207

Supervisor: Carol Christie-Gomez
E-Mail: interns@crittentonsocal.org
Website: http://www.crittentonsocal.org

FALL & SPRING Internships only

Paid Internships Available: No
Background Clearance: Yes

Through this Internship:

- ☑ Children/Youth
- ☑ Tutoring Services
- ☑ Person w/ Disabilities
- ☐ Families/Couples
- ☒ Substance Abuse
- ☐ Recreation Programs
- ☐ Administrative/Computers
- ☒ Health Issues
- ☐ Counseling Services
- ☐ Elderly Services

Description of Internship:

Apply online at:
http://crittentonsocal.org/undergraduate.html

POPULATION: Crittenton's Valley View Campus is a 24 hour residential treatment facility that serves up to 64 female clients from the age of 12 to 17. Clients are referred by the Probation Department and Department of Children and Family Services. Clients are provided mental health services including individual, group, and family therapy through our Day Rehabilitation Program. Many clients have a history of abuse and/or neglect and have a wide range of needs and diagnoses.

Experience: Practicum students will work directly with clients and interact with them one-on-one and in groups. Practicum students will also document necessary information regarding the client's case.

SUPERVISION: Weekly group supervision is provided on Thursdays 2pm-3pm.

HOURS: Tuesday and Thursday 2pm-7pm
Minimum 10 hours a week commitment is required.
NOTE: Hours may vary in upcoming semester.

REQUIRED QUALIFICATIONS:
Fingerprinting: All practicum students must be fingerprinted and pass the Federal/State fingerprinting clearance. Due to our licensing regulations, if there is any misdemeanor or felony on one's criminal record one is not eligible for a practicum placement.

TB Test: Current TB test (past year).

Valid Identification: Valid driver's license, state identification, or student identification.

APPLICATION PROCESS:
Interested practicum students that meet the qualifications and can fulfill the hours available please e-mail interns@crittentonsocal.org to apply for the upcoming semester.

Agency Mission: The mission of Crittenton Services for Children and Families is to help heal the wounds of abuse and neglect; to strengthen families, whether birth, foster or adoptive; and to help troubled adolescents reach their full potential.
GENERAL STATEMENT:
Under moderate supervision, the LGBTQ Resource Center Intern provides assistance in the educational programming of the LGBTQ Resource Center located in the Titan Student Union. The LGBTQ Resource Center Intern will be responsible for facilitating dialogues and assist in coordination of programs including, but not limited to: developing queer leadership presence on CSUF campus; co-facilitating discussion groups; participating as a Lead Educator in the Titan Talks program, providing LGBTQ resources and referral services; and, linking students to LGBTQ students and allied faculty.

Functions:
- Educational programming of LGBTQ Resource Center
- Co-Facilitation of discussion groups of the LGBTQ Resources
- Serving as Lead Panelist of the Titan Talks program
- Assist with planning, implementation and evaluation of Resource Center programs
- Other duties as assigned.

SPECIFIC ABILITIES SKILLS AND/OR KNOWLEDGE REQUIRED:
- Must have an understanding and interest in LGBTQ issues/experience and how they relate to broader social justice issues.
- Have the ability to effectively interact with students, staff, faculty, campus community and general public.
- Have the ability to work with people with diverse backgrounds and interest.
- Have the ability to work alone or as a team member.
- Have general knowledge of available student activities and involvement resources.
- Have excellent verbal and written communication skills.
- Have working knowledge of general office systems and basic computer usage including Microsoft Office Suite.
- Have good organizational skills; ability to prioritize and complete assigned work duties and handle a wide variety of tasks at one time.
- Have the ability to work in a busy environment.
- Have knowledge of professional telephone procedures and manners.
- Be self-motivated and have the ability to work under moderate supervision.
- Have the ability to learn quickly and share work responsibilities.
- Have the ability to follow emergency procedures.
- Have the ability to work effectively with coworkers, customers and others by sharing ideas in constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed or work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; addressing others by name, title or other respectful identifier and respecting the diversity of our work force in actions, words and deeds.
- Understand and be able to articulate the statement of purpose and services of the Resource Center.
- Have the ability to conduct outreach to students on campus by promoting the resource center and its programs and services.
- Have the ability to summarize an accurate overview of Resource Center activities and services.
- Serve as an aide to the graduate assistant and other supervisors.
- Refer students to various on-campus resources such as the counseling center, health services, student...
The vision of the ASI LGBT/Queer Resource Center is to create an inclusive and affirming CSUF community for all LGBTQ students and their allies, regardless of gender identity, gender expression, or sexual identity. The Center serves the LGBTQ community through

- provides identity support for LGBTQ students
- provides information onto on campus, community, and national resources
- advocates for respect, safety, and LGBT interests
- provides leadership development and advisement to queer and ally student organizations
- provides educational programming for all students, staff, and faculty of the University
- creates an affirming and developmentally supportive space on campus
Internship Program: **Camp Titan**

**Address:**
800 N. State College, TSU #269
Fullerton, CA 92834

**Phone:** 657-278-7734
**Fax:** 657-278-7099
**Supervisor:** Anthony Ragazzo
**E-Mail:** araggazo@fullerton.edu
**Website:** asi.fullerton.edu

**Paid Internships Available:** No

**Background Clearance:** Yes

**Hours Interns Can Work:**
- ✔ M-F Regular Business Hrs (9am-5pm)
- [ ] M-F Evenings (5pm-10pm)
- [ ] M-F Nights (10pm-9am)
- [ ] Weekend days (9am-5pm)
- [ ] Weekend evenings (5pm-10pm)
- [ ] Weekend nights (10pm-9am)
- [ ] Academic year only (Aug/Sept-May/June)

**Through this Internship, Students Gain Experience With:**
- ✔ Children/Youth
- [ ] Families/Couples
- [ ] Tutoring Services
- [ ] Person w/ Disabilities
- [ ] Elderly Services
- [ ] Substance Abuse
- [ ] Recreation Programs
- [ ] Other:
- [ ] Counseling Services
- [ ] Administrative/Computers

**Description of Internship:**

**GENERAL STATEMENT:**

Under direct supervision of the Director, ASI Leader & Program Development, intern serves as part of the leadership team for Camp Titan. The co-director/camper recruitment & management responsibilities. This position receives instruction, training and supervision from the Director, ASI Leader & Program Development, who serves as the camp administrator. As this position involves childcare, a high degree of propriety is expected of the co-director/camper management.

**DUTIES AND RESPONSIBILITIES:**

- *Assists with the co-directors and the Director, ASI Leader & Program Development in the development, implementation and evaluation of the counselor development and training programs as well as the camp-week schedule and program.*
- *Provides support in identifying social service agencies and managing camper files.*
- *Makes contact with clients, answering phone inquiries and walk-ins.*
- *Meets regularly with Director, ASI Leader & Program Development.*
- *Maintains a close working relationship with the co-directors.*

**SPECIAL ABILITIES, SKILLS AND/OR KNOWLEDGE REQUIRED:**

- *Previous experience ASI a Camp Titan counselor.*
- *Ability to interact effectively with students, staff, faculty, campus community and general public; ability to work with diverse backgrounds and interests; knowledge of professional work procedures and manners.*
- *Working knowledge of general office system, basic computer usage (Microsoft Office: Word, Access, Excel), filing.*
- *Good organizational skills; ability to prioritize and complete assigned work duties and handle a wide variety of tasks at one time.*
- *Self-motivated and able to work autonomously; ability to learn quickly and share work responsibilities.*

Agency Mission:
<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Center for Collaboration for Children</th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td>800 No. State College Blvd. EC-685</td>
</tr>
<tr>
<td></td>
<td>Fullerton, CA  92834</td>
</tr>
<tr>
<td>Phone:</td>
<td>(657)278-5681</td>
</tr>
<tr>
<td>Fax:</td>
<td>(657)278-5005</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Michelle Berelowitz</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:mberelowitz@fullerton.edu">mberelowitz@fullerton.edu</a></td>
</tr>
<tr>
<td>Website:</td>
<td>hhd.fullerton.edu/ccc</td>
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<td>Paid Internships Available:</td>
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<td>Background Clearance:</td>
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<td>Through this Internship:</td>
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<td>Students Gain Experience With:</td>
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<td>Children/Youth:</td>
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<td>Elderly Services:</td>
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<td>Substance Abuse:</td>
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<td>Recreation Programs:</td>
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<td>Person w/ Disabilities:</td>
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<td>Caring Hamel/Computers:</td>
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<td>Program Evaluation:</td>
<td>Other: Program Evaluation</td>
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<tr>
<td>Description of Internship:</td>
<td>Depending on the semester of interest, students have an opportunity to become involved in one or more projects ranging from: Annual report on the conditions of children in Orange County; Proposition 10-related activities; and Summer Outcomes Institute Conference. Also gain exposure to program evaluation and research. Stipends may be available.</td>
</tr>
<tr>
<td>Agency Mission:</td>
<td>The mission for Community Collaboration (CCC) at California State University, Fullerton seeks to strengthen children, youth and families in collaboration with public agencies and community based organizations through cooperative activities of the College of Health and Human Development. The Center focuses on improving non-profit organizations' ability to provide effective and efficient services. *Opportunities for enhanced profesional development and interprofessional collaboration *Applied scholarship, research, and dissemination of results *Community capacity building and technical assistance</td>
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<tr>
<td>Hours Intern Can Work:</td>
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<td>M-F Regular Business Hrs (9am-5pm):</td>
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<td>M-F Evenings (5pm-10pm):</td>
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<td>Weekend nights (10pm-9am):</td>
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<td>Academic year only (Aug/Sept-May/June):</td>
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<td>Other Hours:</td>
<td>Flexible Hours M-Sun</td>
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<tr>
<td>Other:</td>
<td></td>
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<tr>
<td>E-Mail:</td>
<td><a href="mailto:mberelowitz@fullerton.edu">mberelowitz@fullerton.edu</a></td>
</tr>
<tr>
<td>Website:</td>
<td>hhd.fullerton.edu/ccc</td>
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<tr>
<td>Background Clearance:</td>
<td>No</td>
</tr>
<tr>
<td>Revised:</td>
<td>11/19/2015</td>
</tr>
<tr>
<td>15-16</td>
<td>71</td>
</tr>
</tbody>
</table>
Internship Program: CSUF Children's Center

Address: 800 N. State College Blvd. T200
Fullerton, CA 92634

Phone: (657) 278-2961
Fax: (657) 278-5641

Supervisor: Sonia Nunez
E-Mail: snunez@FULLERTON.EDU
Website: http://asi.fullerton.edu

Paid Internships Available: No

Background Clearance: No

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: M-Th 7:30am-7pm  F 7:30am-5:30 pm
Whenever classes are in session at

Through this Internship, Students Gain Experience With:
- Children/Youth
- Elderly Services
- Health Issues
- Families/Couples
- Substance Abuse
- Counseling Services
- Tutoring Services
- Recreation Programs
- Other:
- Person w/ Disabilities
- Administrative/Computers

Description of Internship:
Interns at the CSUF Children's Center help support the teaching staff by working closely as part of a team, giving care, supervising children during play and helping to implement a developmentally appropriate curriculum that is planned by Master Teachers. Interns are required to attend a pre-semester orientation and training the week before the semester starts and weekly (Friday 1:30-2:30) staff meetings. Assignments include child observations and anecdotal record keeping, assisting in child assessments, attending “Communication Skills Workshops,” and planning and implementing developmentally appropriate curriculum.

The Children’s Center values open communication and the development of positive, accepting relationships with children, parents and co-workers. The interns are an integral part of the Children's Center team and because of them, we are able to give the children the added attention and care they need and deserve.

Agency Mission:
CSUF Children's Center’s mission is to enable parents of young children who attend or work at Cal State Fullerton by providing safe, affordable, and convenient child care in a setting where children experience responsive relationships, and enjoy learning about themselves, others, and the world.
CSUF Human Services Department

Internship Program: Fieldwork Office
Address: 800 N. State College Blvd. EC 479C
Fullerton, CA 92834
Phone: (657) 278-4296
Fax: (657) 278-8530
Supervisor: Juli Martinez, MS
E-Mail: julimartinez@fullerton.edu
Website: http://hhd.fullerton.edu/HUSR/Fieldwork

Paid Internships Available: No
Background Clearance: No

Through this Internship:
☐ Children/Youth
☐ Families/Couples
☐ Tutoring Services
☐ Person w/ Disabilities
☐ Elderly Services
☐ Substance Abuse
☐ Recreation Programs
☐ Administrative/Computers
☐ Health Issues
☐ Counseling Services
☐ Other: Student Services; Higher Education

Hours Interns Can Work:
☑ M-F Regular Business Hrs (9am-5pm)
☐ M-F Evenings (5pm-10pm)
☐ M-F Nights (10pm-9am)
☐ Weekend days (9am-5pm)
☐ Weekend evenings (5pm-10pm)
☐ Weekend nights (10pm-9am)
☐ Academic year only (Aug/Sept-May/June)

Other Hours: Flexible Hours - May work 9am to 6pm

Description of Internship:

INTERN RESPONSIBILITIES INCLUDE:

- Assist students with questions regarding the Fieldwork Program and explain policies and procedures
- Direct students to resources, directories, and evaluation books
- Greet students and direct them to appropriate offices on campus
- Assist with data entry of HUSR database (student and agency updates)
- Assist with the planning and coordination of the Agency Orientation and Fieldwork Days
- Interface with off-campus agency supervisors, students, and faculty, and provide information regarding the Fieldwork Program
- Assist with the development of potential fieldwork sites
- Update and edit fieldwork materials as needed (Agency Packet, Approved Agency Directory, and forms)
- Assist with the planning and development of fieldwork materials
- Design flyers for fieldwork events
- May conduct class presentations regarding the fieldwork requirements
- Revise the fieldwork Bulletin Board
- Develop and complete one special project each semester

QUALIFICATIONS:

Excellent oral and written communication skills
Strong administrative skills
Good interpersonal and organizational skills
Able to work independently and take initiative
Ability to handle a multiple of tasks simultaneously
Computer skills preferred (MS Word, Excel, PowerPoint, and Access)

Agency Mission:

The functions of the Human Services Fieldwork Office are:

* Act as liaison between community agencies and HUSR faculty, staff, and students.
* Provide opportunities for students to integrate theoretical knowledge with practical experience.
* Ensure that students have high quality learning experiences in the community.
* Assist students in exploring their academic and professional goals.
* Support students in presenting themselves as competent professionals.
* Research agencies for inclusion in agency directory.
* Responsible for making sure that all agencies meet Human Services Fieldwork Program requirements.

Revised: 11/19/2015 15-16
Internship Program: **EOP Counseling**

Address: 800 N. State College Blvd., UH-143
Fullerton, CA 92834

Phone: (657)278-2288
Fax: (657) 278-4195

Supervisor: Victoria Cafasso
E-Mail: vcafasso@fullerton.edu
Website: http://www.fullerton.edu/academicservices

Paid Internships Available: No
Background Clearance: No

Through this Internship,

- Children/Youth
- Elderly Services
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Families/Couples
- Substance Abuse
- Other: Mentoring College students planning, implementing, and evaluating activities for college students.

Description of Internship:

"NOTE - This internship is on HOLD for the Fall 2015 semester. Please check back after that time."

Student Academic Services Director – Dr. Rochelle Woods

Interns will be doing new student intakes -- getting all information needed for new student files, shadow the counselors, and look up data in computer under close supervision, provide academic advising to a small group of EOP students.

Interns may help plan and evaluate programs and activities designed to enhance college student persistence.

**Email supervisor for inquiries. Emails are sorted in the order received.**

**NO SUMMER INTERNSHIPS AVAILABLE**

Agency Mission:
The goal is to promote student development, the whole student, academically, intellectually, and socially through a broad spectrum of college experiences.

Revised: 11/19/2015 15-16
Intensive Learning Experience (ILE)

**Internship Program:**
- **Address:** 800 N. State College Blvd., UH-143
  Fullerton, CA
- **Phone:** (657) 278-2288
- **Fax:** (657) 278-4195
- **Supervisor:** Victoria Cafasso
  E-Mail: vcafasso@fullerton.edu
  Website: http://www.fullerton.edu/academicservices

**Paid Internships Available:** No

**Background Clearance:** No

**Hours Interns Can Work:**
- ✔️ M-F Regular Business Hrs (9am-5pm)
- □ M-F Evenings (5pm-10pm)
- □ M-F Nights (10pm-9am)
- □ Weekend days (9am-5pm)
- □ Weekend evenings (5pm-10pm)
- □ Weekend nights (10pm-9am)
- ✔️ Academic year only (Aug/Sept-May/June)

**Other Hours:** FLEXIBLE

**Through this Internship,**
- □ Children/Youth
- □ Elderly Services
- □ Health Issues
- □ Families/Couples
- □ Substance Abuse
- ✔️ Counseling Services
- □ Tutoring Services
- □ Recreation Programs
- □ Other:
- □ Person w/ Disabilities

**Students Gain Experience With:**
- □ Education/Training
- □ Administration/Management
- □ Counseling Services
- ✔️ Administrative/Computers

**Description of Internship:**
*NOTE - This internship is on HOLD for the Fall 2015 semester. Please check back after that time.*

Various duties include: working with ELM and EPT (remedial) CSUF students -- helping students choose the correct remedial classes & monitoring their progress and working on computers.

**Email supervisor for inquiries. Emails are sorted in the order received.**

**NO SUMMER INTERNSHIPS AVAILABLE**

**Agency Mission:** The goal is to promote student development, the whole student, academically, intellectually, and socially through a broad spectrum of college experiences.
Educational Talent Search (ETS) is seeking energetic, qualified applicants to support educational outreach services at four high schools in the City of Anaheim: Anaheim, Katella, Magnolia, and Savanna. These individuals will be key in providing services to ensure high school students apply to college.

RESPONSIBILITIES:
• Provide individual academic advisement/mentoring to students seeking postsecondary education
• Conduct small group academic advising/mentoring sessions
• Plan, coordinate, and/or facilitate presentations and workshops for students and/or parents and guardians
• Keep students informed of upcoming ETS program activities and events
• Participate in school events to promote and support ETS
• Attend staff meeting and program staff development sessions
• Other duties as directed by the Director and Academic Advisor

QUALIFICATIONS:
• Be a CSUF student in good academic standing with a minimum GPA of 2.5
• Be a junior or senior (must submit unofficial transcript)
• Be able to work independently with minimal supervision
• Possess excellent oral, written, and interpersonal communication skills
• Be sensitive to students of diverse ethnic and economic backgrounds
• Have reliable transportation to/from school site(s) and CSUF
• Bilingual (English/Spanish) preferred, but not required

Agency Mission:
Educational Talent Search is a federally-funded program, through the U.S. Department of Education, designed to identify and assist students with potential to succeed in higher education. ETS targets low-income, first-generation college students. Once students are identified, the goal of ETS is to provide participants and families with services that encourage continued success and graduation from high school and enrollment in programs of postsecondary education. ETS serves nearly 600 participants annually in the Anaheim Union High School District: Anaheim, Katella, Magnolia, and Savanna.
## Titan Choices

**Address:** 800 N. State College Blvd. LH-540  
Fullerton, CA 92834

**Phone:** (657) 278-5303  
**Fax:** (657) 278-7042  
**E-Mail:** Filhia@fullerton.edu  
**Website:** www.fullerton.edu/admissions

### Internship Program: Titan Choices

**Paid Internships Available:** Yes

**Background Clearance:** Yes

### Hours Interns Can Work:

- ✓ M-F Regular Business Hrs (9am-5pm)
- ✓ M-F Evenings (5pm-10pm)
- ✓ M-F Nights (10pm-9am)
- ✓ Weekend days (9am-5pm)
- ✓ Weekend evenings (5pm-10pm)
- ✓ Weekend nights (10pm-9am)
- ✓ Academic year only (Aug/Sept-May/June)

**Other Hours:** Flexible - 13 - 20 hrs/week within the Mon-Fri 8:00 am to 3:00 pm work week. Minimum of three-hour increments during the academic year (Sept.-May)

**Through this Internship, Students Gain Experience With:**

- ✓ Children/Youth
- ✓ Families/Couples
- ✓ Tutoring Services
- ✓ Person w/ Disabilities
- ✓ Elderly Services
- ✓ Substance Abuse
- ✓ Recreation Programs
- ✓ Other: Special Events
- ✓ Health Issues
- ✓ Counseling Services
- ✓ Administrative/Computers

### Description of Internship:

NOTE: All positions for the 2014-2015 academic year have been filled. Please contact vhartmann@fullerton.edu for future opportunities as staffing may change throughout the year.

Titan Choices is a pre-college program designed to promote higher education to high school students through a series of presentations and activities, as well as guiding students towards CSU eligibility. Under the direction of the program coordinator, the Titan Choices intern will be responsible for providing services to a selected high school for one full academic year. Starting salary is $9.50/hour. One academic year commitment is required.

**Job duties include:**

- Placement at a partnering local high school campus
- Conduct a variety of academic and motivational presentations and services to high school students
- Provide pre-college mentoring sessions in both one-on-one and small group settings
- Provide unofficial transcript reviews to develop academic plan to guide students towards CSU eligibility
- Assist students with CSU on-line and paper application process
- Assist in CSUF special events
- Assist University Outreach counselors and staff with duties as assigned
- Must be available between the hours of 8 am - 3 pm (preferably on day, 8 hours)
- Participate in mandatory department training and weekly staff meetings
- Proof of valid auto insurance

- Occasional weekend and evening work as needed.
- Must be available weekend and evening work as needed.
- Must be available Fridays from 1pm-5 pm to attend trainings and staff meetings.
- Other duties as assigned

### Minimum Qualifications

- Maintain a minimum GPA of 2.70, grades will be verified.
- Must possess a CA Driver’s License and pass DMV clearance
- Must have a reliable transportation

**Preferred Qualifications**

- Possess excellent oral, written, and interpersonal skills
- Work independently with minimal supervision
- Professional demeanor
- Working knowledge of Microsoft Office including Word, PowerPoint, Excel, etc.

The mission of University Outreach is to increase the number, quality, and diversity of CSU-eligible freshmen and upper division transfer applicants who enroll in and graduate from Cal State Fullerton. If unfamiliar with our programs, our students serve as ambassadors of the campus to assist prospective students, their parents, and the general community learn more about CSUF and higher education as we...
Agency Mission: The mission of University Outreach is to identify, develop, and attract a diverse and high achieving pool of prospective freshman and transfer student applicants for admission to Cal State Fullerton; and to certify to the Veterans Administration that the coursework that Cal State Fullerton’s veteran and qualified veterans’ dependant student populations are taking count towards their respective degree programs. We provide educational services and programs designed to motivate and encourage students to pursue post-secondary education; to academically prepare middle, high school, community college students for University entrance, and we promote the academic and student services opportunities available at Cal State Fullerton.

To accomplish this mission, University Outreach provides services that include pre-admissions advising, application workshops, student support services, and information dissemination to the general public and community about the University’s admission process and regarding veterans’ benefits. University Outreach/Veterans Certification also hosts on-campus visitation programs and special campus-wide events such as Welcome to Cal State Fullerton Day. University Outreach/Veterans Certification staff track and maintain appropriate information about and provide follow-up to Cal State Fullerton veterans and qualified veterans’ dependents to ensure the timely receipt of their benefits.
### Titan Delegates

**Address:**
800 N. State College Blvd. LH-540
Fullerton, CA 92834

**Phone:**
657-278-2724

**Fax:**
(657) 278-7042

**Supervisor:**
Eddy Reyes

**E-Mail:**
edureyes@fullerton.edu

**Website:**
www.fullerton.edu/admissions

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**Internship Program:**
Paid Internships Available: Yes

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:**
Hours will vary week to week. Students MUST do one office hour/week and weekly training meetings.

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**Background Clearance:**
Yes

Through this Internship, Students Gain Experience With:
- Children/Youth
- Counseling Services
- Person w/ Disabilities

- Families/Couples
- Tutoring Services
- Special Events, Public Speaking

- Substance Abuse
- Recreation Programs
- Administrative/Computers

- Health Issues
- Other:

**Description of Internship:**

Positions are available for the 2014-2015 school year. Starting salary is $9.50/hour.

The Titan Delegte Program functions as one of the conduits through which the University Outreach department disseminates knowledge concerning admissions requirements, testing and general information about Cal State Fullerton. In an effort to inform and guide prospective students and their families towards admission and a successful transition to Cal State Fullerton, Titan Delegates conduct and facilitate pre-admission presentations/workshops, as well as participate in college fairs, student panel presentations, and other student support oriented services to on- and off-campus organizations, communities and institutions.

Responsibilities:
- Travels to represent CSUF and University Outreach at various outreach events including but not limited to college fairs, high-school visits, special events, etc.
- Conduct a variety of academic presentations on-and off campus including classroom presentations, Visitor Information Presentations (VIPs), student panel presentations, etc.
- Assist in the implementation of major campus outreach events such as Welcome to Cal State Fullerton Day and other special events as needed.
- Provide assistance to Coordinator and Student Coordinator in office tasks and projects including but not limited to updating program databases, training materials, mailing packets, returning phone messages, etc.
- Must be available 10-15 hours during the work week (Monday – Friday) and specifically, Fridays from 1:00pm - 5:00pm to attend trainings and staff meetings.
- Uphold the integrity of CSUF and the University Outreach department.
- Some evening and weekend work required.
- Other duties as assigned.

**Required Qualifications:**
- Enthusiasm & pride for CSUF
- Ability to work independently
- Professional demeanor
- Oral & interpersonal communication skills
- Working knowledge of Microsoft Office including Word, PowerPoint, Excel, etc.
- Demonstrate willingness to learn
- Time management & organizational skills
- Cooperative & flexible
- Demonstrate good judgment
- Knowledge of programs and services offered at CSUF (training will be provided)
- Maintain a full-time student status at CSUF
- Maintain a minimum term GPA and CSUF GPA of 2.70: grades will be verified
- Must possess a CA Driver’s License and pass DMV clearance
- Must have a reliable transportation
- Must have a valid proof of auto insurance
- Must be available for training. Tentative dates: August 15 and August 18-22, 2014
Remuneration:
- Training wage $9.50/hr. with possibility of earning full wage $10.17/hr.
- All offers of employment are contingent upon funding.
- Travel reimbursement provided.
- First consideration given to qualified federal work study students.

The mission of University Outreach is to identify, develop, and attract a diverse and high achieving pool of prospective freshman and upper division transfer applicants for admission to Cal State Fullerton; and to certify to the Veterans Administration that the coursework that Cal State Fullerton’s veteran and qualified veterans’ dependant student populations are taking count towards their respective degree programs. We provide educational services and programs designed to motivate and encourage students to pursue post-secondary education; to academically prepare middle, high school, community college students for University entrance, and we promote the academic and student services opportunities available at Cal State Fullerton.

To accomplish this mission, University Outreach provides services that include pre-admissions advising, application workshops, student support services, and information dissemination to the general public and community about the University’s admission process and regarding veterans’ benefits. University Outreach/Veterans Certification also hosts on-campus visitation programs and special campus-wide events such as Welcome to Cal State Fullerton Day. University Outreach/Veterans Certification staff track and maintain appropriate information about and provide follow-up to Cal State Fullerton veterans and qualified veterans’ dependents to ensure the timely receipt of their benefits.
## CSUF University Outreach

**Internship Program:** Transfer Center Peer Advisor  
**Address:** 800 N. State College Blvd. LH 501B  
Fullerton, CA 92831  
**Phone:** (657) 278-7261  
**Fax:** (657) 278-7042  
**Supervisor:** Barbara Schiller Harvey  
**E-Mail:** bschiller@fullerton.edu  
**Website:** www.fullerton.edu/admissions  
**Paid Internships Available:** Yes  
**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)  
**Through this Internship, Students Gain Experience With:**  
- Elderly Services  
- Substance Abuse  
- Counseling Services  
- Counseling Services  
**Description of Internship:** Transfer Center Peer Advisors work under the direction and close supervision of the Assistant Director of Transfer Services in the University's Outreach Department. Unlike Student Services Professional Staff, Transfer Center Peer Advisors do not make independent decisions about work to be performed and their work is closely monitored by the professional staff.

Transfer Center Peer Advisors:  

* Meet with prospective transfer students at the CSUF Transfer Center to provide information about CSU/CSUF admission requirements, CSU general education requirements, and lower-division major requirements.  
* Assist with CSUF presentations for small and large groups of prospective transfer students at both community colleges and on the Cal State Fullerton campus.  
* Provide CSU/CSUF Application Workshops for small and large groups of prospective transfer students.  
* Represent CSU Fullerton on CSU student panels.  
* Meet with prospective students at community colleges during CSUF Table Visits to provide information about CSUF admission requirements, academic programs, student services, and strategies to help make a smooth transition into the University.  
* Represent CSU Fullerton at community college transfer events, including college fairs and transfer nights.  
* Participate in ongoing training sessions at the beginning of each semester and weekly staff meetings held on Friday afternoon.  
* Participate in special events sponsored by CSUF, including Destino Universidad and Welcome to CSU Fullerton Day.  
* Are responsible for maintaining up-to-date knowledge of CSUF admission and academic policies, financial aid, and other information and will seek out information about these policies whenever needed.  
* Participate in special projects as assigned by the Outreach Counselor/Transfer Center Coordinator and/or the Assistant Director of Transfer Services.  
* Perform other duties as assigned.  

**TRANSFER CENTER PEER ADVISOR CRITERIA:**  
- Able to work up to 20 hours per week  
- Able to maintain a 2.7 cumulative GPA or above  
- Must be enrolled in at least 12 units per semester  
- Drivers license, reliable transportation, and a clean driving record  

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**Background Clearance:** Yes  
**Other Hours:** Some Saturdays and/or evenings for special events  
**Other Hours:** Some Saturdays and/or evenings for special events  

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**E-Mail:** bschiller@fullerton.edu  
**Website:** www.fullerton.edu/admissions  
**Internship Program:** Yes  
**Fullerton, CA 92831**

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**Revised:** 11/19/2015 15-16
CSUF University Outreach

• Possess excellent interpersonal, organizational, and overall communication skills
• Ability to multi-task and complete assignments in an efficient manner

PREFERRED QUALIFICATIONS:
• Knowledge of transfer requirements for admission into Cal State Fullerton
• Junior or Senior standing or Graduate standing preferred
• Transfer student preferred

Agency Mission: The mission of University Outreach is to identify, develop, and attract a diverse and high achieving pool of prospective freshman and transfer student applicants for admission to Cal State Fullerton; and to certify to the Veterans Administration that the coursework that Cal State Fullerton’s veteran and qualified veterans’ dependant student populations are taking count towards their respective degree programs. We provide educational services and programs designed to motivate and encourage students to pursue post-secondary education; to academically prepare middle, high school, community college students for University entrance, and we promote the academic and student services opportunities available at Cal State Fullerton.

To accomplish this mission, University Outreach provides services that include pre-admissions advising, application workshops, student support services, and information dissemination to the general public and community about the University’s admission process and regarding veterans’ benefits. University Outreach/Veterans Certification also hosts on-campus visitation programs and special campus-wide events such as Welcome to Cal State Fullerton Day. University Outreach/Veterans Certification staff track and maintain appropriate information about and provide follow-up to Cal State Fullerton veterans and qualified veterans’ dependents to ensure the timely receipt of their benefits.
Internship Program: **Academic Tutor**

Address: 800 N. State College Blvd., LH-630A
Fullerton, CA 92831

Phone: 657-278-7327
Fax: 657-278-1535

Supervisor: Ivan Pena
E-Mail: mpena@fullerton.edu
Website: www.fullerton.edu/sa/upward_bound/

Paid Internships Available: Yes

Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend Days (9am-5pm)
- Weekend Evenings (5pm-10pm)
- Weekend Nights (10pm-9am)
- Academic Year only (Aug/Sept-May/June)

Other Hours: TUTORING Session - 2:45-5:00 pm daily. One Saturday a month required.

Through this Internship, Students Gain Experience With:
- ✓ Children/Youth
- Family/Couples
- Tutoring Services
- Person w/ Disabilities
- Sub...
CSUF Upward Bound

Applicant must be at least a current sophomore student in good academic standing with at least a 2.75 GPA.

PHYSICAL DEMANDS:
Prolonged sitting in front of computer. Walking, talking, hearing, pulling, bending, may carry 10-15 pounds of objects/material, not exposed to extreme noise level, use hands to finger, handle, or feel, reach with hands or arms, stoop, kneel, taste or smell.

APPLICATION PROCEDURE:
To be considered an applicant; you must apply through our online applicant portal found on the following site:
http://asc1app.fullerton.edu/Finance/applicant/public/default.aspx

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at asemployment@fullerton.edu.

CSU FULLERTON AUXILIARY SERVICES CORPORATION IS AN

Agency Mission:
The Upward Bound Program is responsible for providing support to participants in their preparation for postsecondary education. Upward Bound serves high school students from low-income families; and high school students from families in which neither parent holds a bachelor’s degree. The goal of the program is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.
# CSUF Volunteer Service Programs

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Project Director, Blood Drives</strong></th>
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</thead>
<tbody>
<tr>
<td>Address:</td>
<td>800 N. State College Blvd. TSU 234</td>
</tr>
<tr>
<td></td>
<td>Fullerton, CA  92834</td>
</tr>
<tr>
<td>Phone:</td>
<td>(657) 278-7623</td>
</tr>
<tr>
<td>Fax:</td>
<td>(657) 278-4665</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Coordinator</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:volunteer@fullerton.edu">volunteer@fullerton.edu</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.fullerton.edu/volunteer">http://www.fullerton.edu/volunteer</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
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<tr>
<td>Hours Interns Can Work:</td>
<td>□ M-F Regular Business Hrs (9am-5pm)</td>
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<td>□ Academic year only (Aug/Sept-May/June)</td>
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<tr>
<td>Other Hours:</td>
<td>Some evenings and weekends may be required</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>No</td>
</tr>
</tbody>
</table>

Through this Internship, Students Gain Experience With:
- □ Children/Youth
- □ Families/Couples
- □ Tutoring Services
- □ Person w/ Disabilities
- □ Elderly Services
- □ Substance Abuse
- □ Recreation Programs
- □ Administrative/Computers
- □ Health Issues
- □ Counseling Services

**Description of Internship:**
Volunteer Service Programs Project Directors are committed to making positive changes in the world! They are an integral part of Cal State Fullerton as they work to “bridge the gap” between our campus community and our local community by bringing our resources and skills to those who need it most: children, elderly sick, impoverished and the environment. These students strive to promote volunteerism and service to the CSUF community. Volunteer Service Programs hosts a number of community-based programs designed around student interests and the issues facing our society. They range from services that provide mentoring and tutoring to elementary youth to feeding the homeless and hungry. These programs provide Cal State Fullerton students the opportunity to develop leadership skills through their coordination of community based programs with local non-profit organizations. Students commit an entire semester of 5-8 hours per week and receive a variety of self-fulfilling and team related benefits from their service. Project Directors serve as the key liaisons between Cal State Fullerton and local non-profit organizations, supporting the Volunteer Service Programs motto “It’s your world…Change it!”

Student intern will serve as a Volunteer Service Programs Project Director coordinating the Blood Drive program. In partnership with the American Red Cross Blood Services, this project is designed to increase awareness about the importance of donating blood. Volunteers help to save lives by recruiting students, faculty and staff, along with community members, during monthly blood drives. Each donor potentially saves 3 lives!

Under the supervision of the Volunteer Service Programs Coordinator, the Project Director coordinates all activities related to the project, including recruiting, training, and supervising volunteers, designing and implementing project activities, collaborating with campus and community partners and evaluating the project.

**Agency Mission:**
The Volunteer Service Programs provides quality volunteer service to the community. It designs and implements social programming in collaboration with campus and community members. The Volunteer Service Programs seeks to broaden the knowledge and experience of Cal State Fullerton students by fostering the development of character, sensitivity and civic mindedness, ensuring that students become responsible and active members of society.
CSUF Volunteer Service Programs

Internship Program: Project Director, Community Connection
Address: 800 N. State College Blvd. TSU 234
Fullerton, CA 92834
Phone: (657) 278-7623
Fax: (657) 278-4665
Supervisor: Coordinator
E-Mail: volunteer@fullerton.edu
Website: http://www.fullerton.edu/volunteer
Paid Internships Available: No
Background Clearance: No

Through this Internship, Students Gain Experience With:

- ☑ Children/Youth
- ☐ Families/Couples
- ☐ Tutoring Services
- ☐ Person w/ Disabilities
- ☐ Elderly Services
- ☐ Substance Abuse
- ☐ Recreation Programs
- ☐ Other:
- ☐ Health Issues
- ☐ Counseling Services
- ☑ Administrative/Computers

Other Hours: Some evenings and weekends may be required

Description of Internship:
Volunteer Service Programs Project Directors are committed to making positive changes in the world! They are an integral part of Cal State Fullerton as they work to “bridge the gap” between our campus community and our local community by bringing our resources and skills to those who need it most: children, elderly sick, impoverished and the environment. These students strive to promote volunteerism and service to the CSUF community. Volunteer Service Programs hosts a number of community-based programs designed around student interests and the issues facing our society. They range from services that provide mentoring and tutoring to elementary youth to feeding the homeless and hungry. These programs provide Cal State Fullerton students the opportunity to develop leadership skills through their coordination of community based programs with local non-profit organizations. Students commit an entire semester of 5-8 hours per week and receive a variety of self-fulfilling and team related benefits from their service. Project Directors serve as the key liaisons between Cal State Fullerton and local non-profit organizations, supporting the Volunteer Service Programs motto “It’s your world…Change it!”

Student intern will serve as a Volunteer Service Programs Project Director coordinating the Community Connection program. Community Connection currently provides recreational and social programming twice a month at Orangewood Children’s Home for children who have been removed from their homes due to abuse, neglect or other confidential reasons.

Under the supervision of the Volunteer Service Programs Coordinator, the Project Director coordinates all activities related to the project, including recruiting, training and supervising volunteers, designing and implementing project activities, collaborating with the community partner and evaluating the project.

Agency Mission: The Volunteer Service Programs provides quality volunteer service to the community. It designs and implements social programming in collaboration with campus and community members. The Volunteer Service Programs seeks to broaden the knowledge and experience of Cal State Fullerton students by fostering the development of character, sensitivity and civic mindedness, ensuring that students become responsible and active members of society.

Revised: 11/19/2015 15-16
Internship Program: **Project Director, Hunger Coalition**

Address: 800 N. State College Blvd. TSU 234
Fullerton, CA 92834

Phone: (657) 278-7623
Fax: (657) 278-4665

Supervisor: Coordinator
E-Mail: volunteer@fullerton.edu
Website: http://www.fullerton.edu/volunteer

Paid Internships Available: No

Background Clearance: No

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Other: Hunger & Homelessness, Victim Assistance

Other Hours: Some evenings and weekends may be required

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Description of Internship:**

Volunteer Service Programs Project Directors are committed to making positive changes in the world! They are an integral part of Cal State Fullerton as they work to “bridge the gap” between our campus community and our local community by bringing our resources and skills to those who need it most: children, elderly sick, impoverished and the environment. These students strive to promote volunteerism and service to the CSUF community. Volunteer Service Programs hosts a number of community-based programs designed around student interests and the issues facing our society. They range from services that provide mentoring and tutoring to elementary youth to feeding the homeless and hungry. These programs provide Cal State Fullerton students the opportunity to develop leadership skills through their coordination of community based programs with local non-profit organizations. Students commit an entire semester of 5-8 hours per week and receive a variety of self-fulfilling and team related benefits from their service. Project Directors serve as the key liaisons between Cal State Fullerton and local non-profit organizations, supporting the Volunteer Service Programs motto “It’s your world…Change it!”

Student intern will serve as a Volunteer Service Programs Project Director coordinating the Hunger Coalition program. Hunger Coalition currently coordinates events that focus on hunger and homelessness. Hunger Coalition helps prepare and serve food at local soup kitchens and shelters, pack food that goes out to needy and homeless families, and coordinate food, clothing, and hygiene drives on campus. Project Directors are responsible for coordinating all Hunger & Homelessness Awareness week activities in the Fall.

Under the supervision of the Volunteer Service Programs Coordinator, the Project Director coordinates all activities related to the project, including recruiting, training and supervising volunteers, designing and implementing project activities, collaborating with the community partner and evaluating the project.

**Agency Mission:** The Volunteer Service Programs provides quality volunteer service to the community. It designs and implements social programming in collaboration with campus and community members. The Volunteer Service Programs seeks to broaden the knowledge and experience of Cal State Fullerton students by fostering the development of character, sensitivity and civic mindedness, ensuring that students become responsible and active members of society.
CSUF Volunteer Service Programs

Internship Program: **Project Director, Project Buddies**

Address: 800 N. State College Blvd. TSU 234
Fullerton, CA 92834

Phone: (657) 278-7623
Fax: (657) 278-4665

Coordinator

E-Mail: volunteer@fullerton.edu
Website: http://www.fullerton.edu/volunteer

Paid Internships Available: No

Background Clearance: No

Through this Internship, the student will:
- Children/Youth
- Elderly Services
- Families/Couples
- Substance Abuse
- Health Issues
- Counseling Services
- Tutoring Services
- Recreation Programs
- Administrative/Computers
- Person w/ Disabilities

Other Hours: Some evenings and weekends may be required

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other:
- Special Needs Population

Description of Internship:

Volunteer Service Programs Project Directors are committed to making positive changes in the world! They are an integral part of Cal State Fullerton as they work to “bridge the gap” between our campus community and our local community by bringing our resources and skills to those who need it most: children, elderly sick, impoverished and the environment. These students strive to promote volunteerism and service to the CSUF community. Volunteer Service Programs hosts a number of community-based programs designed around student interests and the issues facing our society. They range from services that provide mentoring and tutoring to elementary youth to feeding the homeless and hungry. These programs provide Cal State Fullerton students the opportunity to develop leadership skills through their coordination of community based programs with local non-profit organizations. Students commit an entire semester of 5-8 hours per week and receive a variety of self-fulfilling and team related benefits from their service. Project Directors serve as the key liaisons between Cal State Fullerton and local non-profit organizations, supporting the Volunteer Service Programs motto “It’s your world…Change it!”

Student intern will serve as a Volunteer Service Programs Project Director coordinating the Project Buddies program. Project Buddies is dedicated to fostering friendships between college students and special needs individuals in our community. Volunteers participate in fun group activities with special education students ages 18-22. Through this project, both sets of students have the opportunity to enjoy one another’s company and grow from the experience, in addition to educating the community at large that “differences” between the two populations are not as big as they might seem. Under the supervision of the Volunteer Service Programs Coordinator, the Project Director coordinates all activities related to the project, including recruiting, training and supervising volunteers, designing and implementing project activities, collaborating with campus and community partners and evaluating the project.

Agency Mission: The Volunteer Service Programs provides quality volunteer service to the community. It designs and implements social programming in collaboration with campus and community members. The Volunteer Service Programs seeks to broaden the knowledge and experience of Cal State Fullerton students by fostering the development of character, sensitivity and civic mindedness, ensuring that students become responsible and active members of society.

Revised: 11/19/2015 15-16
Project Director, Project Read

Address: 800 N. State College Blvd. TSU 2
Fullerton, CA 92834

Phone: (657)278-7623
Fax: (657)278-4665

Paid Internships Available: No

Hours Interns Can Work:

- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: Some evenings and weekends may be required

Through this Internship, Students Gain Experience With:

- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other:
- Health Issues
- Counseling Services
- Administrative/Computers

Description of Internship:

Volunteer & Service Center Project Directors are committed to making positive changes in the world! They are an integral part of Cal State Fullerton as they work to “bridge the gap” between our campus community and our local community by bringing our resources and skills to those who need it most: children, elderly, sick, impoverished and the environment. These students strive to promote volunteerism and service to the CSUF community. The Volunteer & Service Center hosts a number of community-based programs designed around student interests and the issues facing our society. They range from services that provide mentoring and tutoring to elementary youth to feeding the homeless and hungry. These programs provide Cal State Fullerton students the opportunity to develop leadership skills through their coordination of community based programs with local non-profit organizations. Students commit an entire semester of 5-8 hours per week and receive a variety of academic and community-based benefits from their service, Project Directors serve as the key liaisons between Cal State Fullerton and local non-profit organizations, supporting the Volunteer & Service Center’s mantra of “It’s your world…Change it!”

Project Read was founded in the Spring of 1997 by Tracy Dush, a student at CSUF. With the help and input of dozens of enthusiastic CSUF volunteers, the project has served hundreds of local children. The mission of Project Read is to teach children the love of reading. Committed volunteers make a profound difference in the life of a child spending quality time with them as they read books together, thereby encouraging and promoting an enthusiasm for reading. Volunteers also help with homework to ensure academic success. Volunteers are expected to devote about two hours per week for an entire semester. During this time, the volunteers are mentoring and reading to children at Anaheim Interfaith Shelter or Fullerton Interfaith Shelter, which are transitional shelters for homeless families, in hope of promoting literacy among the most needy.

This is a wonderful opportunity for volunteers to enhance their leadership skills by becoming a mentor, teacher, and public speaker. Under the supervision of the Volunteer & Service Center Coordinator, the Project Director coordinates all activities related to the project, including recruiting, training and supervising volunteers, designing and implementing project activities, collaborating with campus and community partners and evaluating the project.

Agency Mission: The Volunteer Service Programs provides quality volunteer service to the community. It designs and implements social programming in collaboration with campus and community members. The Volunteer Service Programs seeks to broaden the knowledge and experience of Cal State Fullerton students by fostering the development of character, sensitivity and civic mindedness, ensuring that students become responsible and active members of society.

Revised: 11/19/2015 15-16
Special campus events which may fall on a weekend or evening.

Paid Internships Available:
The Women's and Adult Reentry Center provides a well-rounded para-professional experience to develop and enhance skills that are vital in today's workplace. Our Center aims to foster an environment that enhances gender inclusivity, knowledge and awareness, and to eliminate stereotypes based on gender and identity.

The Center actively recruits highly motivated students who are interested in group facilitation, program development, and campus-wide event planning. Interested students should have prior experience in public speaking, leadership, and teamwork.

This internship experience is volunteer and may be used as part of an internship course requirement. Interested student must be available to work a minimum of ten (10) hours per week, including mandatory weekly training on Thursdays from 9:00am – 11:00am. If selected, interns must commit to a minimum of one academic semester, and will experience the following:

- Assist in planning campus-wide awareness events, including heritage months, violence prevention events and conferences;
- Facilitate identity-based discussion groups;
- Facilitate bystander intervention workshops;
- Represent the WoMen’s and Adult Reentry Center at campus outreach events;
- Assist staff with educational programming including workshops, conferences, facilitated movie nights, etc.;
- Conduct research on gender and identity for future programs.

Application, Cover Letter, and Resume Deadline: Friday, July 18, 2014
Interviews Scheduled: July 21- Aug 1, 20014
Mandatory Pre Orientation Training 8:00am -5:00pm: Thursday, August 7th, and Thursday, August 21st.

**Specifically looking for student interested in facilitating a group for Chicana/Latina students and one for Asian female students**

Agency Mission: The Women's Center provides education to the campus and surrounding community on the status of women and men in society today; fosters an environment to increase knowledge of gender-constructed norms; focuses on the elimination of stereotypes, including racial, gender, sexual orientation, age and socioeconomic status. Intellectual/emotional development, growth and support of the student body at CSUF are implicit in all of the Center's goals.
CSUF WorkAbility IV

Internship Program: WorkAbility IV
Address: 800 N. State College Blvd.
Fullerton, CA 92831
Phone: (657)278-4560
Fax: (657)278-7089
Supervisor: Angela Sardan and Nicolle Hadley
E-Mail: asardan@fullerton.edu and nhadley@fullerton.edu
Website: www.fullerton.edu/workability

Paid Internships Available: No
Background Clearance: No

Hours Interns Can Work: ☑ M-F Regular Business Hrs (9am-5pm)
☑ M-F Evenings (5pm-10pm)
☐ M-F Nights (10pm-9am)
☐ Weekend days (9am-5pm)
☐ Weekend evenings (5pm-10pm)
☑ Weekend nights (10pm-9am)
☐ Academic year only (Aug/Sept-May/June)

Through this Internship, ☐ Children/Youth
☐ Elderly Services
☐ Families/Couples
☐ Substance Abuse
☐ Tutoring Services
☐ Recreation Programs
☐ Person w/ Disabilities
☐ Counseling Services
☑ Administrative/Computers
☐ Other: Project and Program Management

Other Hours: ☐

Internship Program:

Job Description

Under the general supervision of the Assistant Program Director, the WAIV Intern assists with general program services including:

• Participates with client intake and career development appointments.
• Collaborates with WAIV staff, DOR counselors, Disabled Student Services, and Career Center regarding career development and job/internship search assessments.
• Attends and facilitates WAIV related meetings, workshops and seminars.
• Assists with recruiting activities, job fairs and other events.
• Researches and manages employment and internship opportunities for clients.
• Promotes WAIV events and career development opportunities on social media accounts.
• Provides administrative duties including answering phones, filing, email, scheduling, copies, and organizing program materials.
• Maintains confidential documentation and case files.

Agency Mission: WAIV is dedicated to providing students with career development and job placement services to students with disabilities to retain career related employment upon graduation.

Revised: 11/19/2015 15-16
**Mathletics**

**Address:** 505 E. Central Ave.
Santa Ana, CA 92707

**Phone:** (714) 481-9600
**Fax:** (714) 481-9698

**Supervisor:** Volunteer Coordinator
**E-Mail:** volunteer@delhicenter.org
**Website:** www.delhicenter.org

**Paid Internships Available:** No
**Background Clearance:** Yes

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Mathletics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hours Interns Can Work:</strong></td>
<td>M-F Regular Business Hrs (9am-5pm)</td>
</tr>
<tr>
<td></td>
<td>M-F Evenings (5pm-10pm)</td>
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<td></td>
<td>M-F Nights (10pm-9am)</td>
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<tr>
<td></td>
<td>Academic year only (Aug/Sept-May/June)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Through this Internship:</th>
<th>✓ Children/Youth</th>
<th>✓ Tutoring Services</th>
<th>✓ Person w/ Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☐ Families/Couples</td>
<td>☐ Substance Abuse</td>
<td>☐ Recreation Programs</td>
</tr>
<tr>
<td></td>
<td>☐ Health Issues</td>
<td>☐ Counseling Services</td>
<td>Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of Internship:</th>
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<tbody>
<tr>
<td>The Education Program Intern will assist with the development and implementation of the Delhi Center’s two flagship education programs: Mathletics and Cal PREP. Mathletics is an after-school tutoring program for students in K-8th grade. The Cal PREP program matches middle and high school students with mentors who are college students or working professionals with college degrees, to expose and prepare students for college and career pathways.</td>
</tr>
</tbody>
</table>

More specifically, The CSUF Human Services intern will tutor Mathletics students, assist with parent meetings, and lead group math enrichment activities/games. In addition, the intern will assist with mentor recruitment efforts and school outreach. The Education Program Coordinator will train the intern on-site by providing the appropriate resources, knowledge, and support needed to complete assigned projects. Training will also include a 60 minute orientation. In addition, the EPC will schedule bi-weekly meetings with the education program intern to discuss areas where the intern needs more support and additional training.

<table>
<thead>
<tr>
<th>Agency Mission:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our mission is to advance self-sufficiency through sustainable programs in health financial stability, education and community engagement.</td>
</tr>
</tbody>
</table>

| Our vision is to be a model of service delivery and leadership development. |
SparkPoint OC

Internship Program: SparkPoint OC
Address: 505 E. Central Ave.
Santa Ana, CA 92707
Phone: (714) 481-9600
Fax: (714) 481-9698
Supervisor: Nick Olivar
E-Mail: volunteer@delhicenter.org
Website: www.delhicenter.org
Paid Internships Available: No
Background Clearance: Yes

Through this Internship, □ Children/Youth □ Elderly Services □ Health Issues □ Families/Couples □ Substance Abuse □ Counseling Services □ Tutoring Services □ Recreation Programs □ Administrative/Computers □ Person w/ Disabilities

Description of Internship:
Delhi Center is excited to offer an internship for SparkPointOC, a new initiative and exclusive program led by Orange County United Way.

Interns will gain hands-on experience in case management by pursuing outreach opportunities, researching referrals, making community presentations, attending staff meetings and working directly with case managers with day-to-day tasks and responsibilities.

SparkPointOC helps clients create step-by-step plans to set and achieve personal goals and move toward financial self-sufficiency. Families are equipped with basic services that help eliminate immediate barriers to their independence. We aim to help clients improve their credit score, increase income, decrease debt, build assets and increase their overall financial knowledge by connecting clients to these services and offering support along the way.

Clearance procedures
Please provide: background check, reference check, confidentiality agreement, liability waiver.

Agency Mission:
Our mission is to advance self-sufficiency through sustainable programs in health financial stability, education and community engagement.

Our vision is to be a model of service delivery and leadership development.
Down Syndrome Association of OC

Internship Program: DSAOC Programs and Services Support
Address: 151 Kalmus Drive Suite M5
Costa Mesa, CA  92626
Phone: (714) 540-5794
Fax: (714) 540-5872
Supervisor: Alicia Chan
E-Mail: programs@dsaoc.org
Website: www.dsaoc.org
Paid Internships Available: No

Background Clearance: No

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Health Issues
- Counseling Services
- Recreation Programs
- Other:
- Elderly Services
- Substance Abuse
- Tutoring Services
- Person w/ Disabilities
- Administrative/Computers

Description of Internship:
DSAOC is a small non-profit organization with a 35-year history in Orange County. We are one of the oldest Down Syndrome affiliates in the Nation. With a relatively small paid staff, and meaningful and significant work being done, interns in our agency can expect to be given important responsibilities, commensurate with their ability.

Interships are available immediately:

SMALL BIKE CAMP INTERNSHIP:
This is a summer internship, culminating in our Summer Bike Camp at Soka University in Aliso Viejo, August 4-8. The Bike day camp provides riding instruction to individuals with disabilities whose challenges have made it difficult to learn to ride. Responsibilities include coordinating the volunteers for the camp (scheduling and pre-camp communication), outreach to families participating and helping to run the Camp along with the Program Coordinator.

SPANISH-LANGUAGE OUTREACH INTERNSHIP:
The intern in this position should be bi-lingual English/Spanish and will work with our New Parent and Spanish language support coordinator. Work may include preparing outreach materials for new families, working with our early-literacy program for pre-schoolers with Down syndrom where Spanish is the language spoken in the home, calling families, providing information, and updating outreach records (available ongoing).

HOSPITAL OUTREACH INTERNSHIP:
This internship involves developing and or maintaining relationships with hospitals with birthing centers where babies with Down Syndrome may be born. Responsibilities will include developing contact lists for the hospitals, providing and updating resource materials, including referral forms in DSAOC information to the social workers, and data tracking (hospital births, and follow up). This intern will have direct contact with health care professionals, and families in our Parent Mentor Program.

PROGRAM ADMINISTRATION INTERNSHIP:
This internship is an ongoing internship (intern can set start/stop dates) working with the DSAOC staff on Program projects including volunteer coordination, resource and referral compilation, program records, and our resource library in our Costa Mesa office.

Agency Mission: Our mission is to provide the means necessary to empower individuals with Down Syndrome to reach their full potential. Our vision is to become a model organization that will not cease until every person with Down Syndrome is a valued member of society.
# Easter Seals of Southern CA

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Senior &amp; Adult Day Care Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>500 W. Central Ave, Suite A</td>
</tr>
<tr>
<td></td>
<td>Brea, CA 92821</td>
</tr>
<tr>
<td>Phone:</td>
<td>(714) 672-0866</td>
</tr>
<tr>
<td>Fax:</td>
<td>(714) 672-0877</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Nancy Cross</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:nancy.cross@essc.org">nancy.cross@essc.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.southerncal.easterseals.com">http://www.southerncal.easterseals.com</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
<td>No</td>
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<table>
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<tr>
<th>Other Hours:</th>
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<tbody>
<tr>
<td>M-F 9:00am - 4:30pm</td>
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<table>
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<tr>
<th>Through this Internship, Students Gain Experience With:</th>
</tr>
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<tbody>
<tr>
<td>☑ Elderly Services</td>
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<tr>
<td>☑ Health Issues</td>
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<tr>
<td>☑ Tutoring Services</td>
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Easter Seals Senior Day Services integrates individuals with developmental disabilities and older adults with Alzheimer’s disease and/or dementia. Within this service design individuals participate in a variety of meaningful social and recreational activities that focus on increasing the quality of daily living.

Students earning their Human Services degree can easily satisfy their internship, independent study, service learning/practicum hours.

Students interested in: Gerontology, Human Services, Health Science, Nursing, Communicative Disorders, Disability Services, Kinesiology, and similar academic focuses will increase their experience and knowledge in the following areas.

Physical Education/ Kinesiology: lead tri-weekly, group, or 1:1 exercise programs that address the comprehensive health and wellness topics of aging and older adults. Exercise programs are designed to assist individuals in maintaining and optimally increasing stamina and physical strength.

Administration/Computers – Research and compose information for biographies and educational topics to present to older adults.

Communicative Disorders – Interact and engage in conversation with older adults with communicative disorders. Apply concepts while leading communication exercises and activities. Develop and apply visual supports throughout activities for adults with hearing impairments and developmental disabilities to increase independence and self-help skills.

Recreational Activities – Work with Direct Care Staff to provide assistance supporting older adults with participation in meaningful activities. Ex. (Golf, bowling, croquet, basketball, Bocci ball, Arts & Crafts, etc.)

**Agency Mission:**

Easter Seals provides exceptional services to ensure that all people with disabilities or special needs and their families have equal opportunities to live, learn, work and play in their communities.
El Monte School District

Internship Program: **El Monte City SD/Child Welfare Department**

| Address: 3540 N. Lexington Ave. El Monte, CA 91731 |
| Phone: 626-453-3784 |
| Fax: 626-444-6834 |
| Supervisor: Michael Rogel |
| E-Mail: mrogel@emcsd.org |
| Website: www.emcsd.org |
| Paid Internships Available: No |
| Background Clearance: Yes |

**Through this Internship,** all interns will provide individual/group counseling to students in grades K-8. They may also serve as a liaison for programs (Teen Court, Mock Trial Academy, Truancy Court) designed to work with high-risk youth.

**Description of Internship:**

Intern will provide individual/group counseling to students in grades K-8. They may also serve as a liaison for programs (Teen Court, Mock Trial Academy, Truancy Court) designed to work with high-risk youth.

**Agency Mission:**

Our purpose is to educate all students to develop skills, knowledge, and attitudes to be responsible, productive, and fulfilled individuals able to succeed ethically in a democratic society.

**Program Mission Statement:**

The Child Welfare Department provides a wide range of programs and resources to school and district personnel, students and families on issues and concerns related to the following: student discipline, school safety, custody of minors, enrollment and residency, homeless and foster youth, compulsory school attendance and truancy reduction.

We also offer specialized services in counseling and guidance, and/or issues related to mental health.
Family and Youth Outreach

Internship Program: **Family & Youth Outreach Program**

Address: 11301 Acacia Pkwy
Garden Grove, CA 92840

Phone: (714) 741-5895
Fax: (714) 636-0351

Supervisor: Sonia Angeles
E-Mail: sangeles@bgcgg.org
Website: http://www.bgcgg.org

Paid Internships Available: No

Background Clearance: Yes

Through this Internship: ★ Children/Youth ★ Families/Couples ★ Tutoring Services ★ Person w/ Disabilities
Students Gain Experience With: ★ Elderly Services ★ Substance Abuse ★ Recreation Programs ★ Other: ★ Health Issues ★ Counseling Services ★ Administrative/Computers

Description of Internship: Intern will:
- Assists in screening, selecting and placing Community Service clients and follows-up with phone contact to check on status
- Provides referrals and resources to clients and community partners
- Attends mandatory staff/volunteer meetings and trainings
- Assists in updating client information into database
- Calls and schedules families for intakes according to FYOP policy
- Completes all necessary documentation
- Assists in creating files for all new clients
- Assesses and gathers background information from clients
- Conducts intakes with clients and families in Spanish or Vietnamese and English
- Provides translation services as needed
- Prepares list of attendees for classes
- Terminates files when necessary
- Responds to crisis situation as necessary and informs Director and/or Program Manager
- Completes all follow-up phone calls and/or letters to remind clients of their scheduled and/or missed appointments as needed
- Completes weekly phone calls to clients on waiting list
- Answers phones and provides customer service
- Follows all BGCGG Policies and Procedures
- Performs all other duties as assigned

Skills Preferred:
- Proficiency with Microsoft Word and Excel
- Excellent communication skills
- Bilingual (Spanish, Vietnamese or Korean) – ability to speak, read and write

Agency Mission: This program at F.Y.O.P. is sponsored by the Boys & Girls Club of Garden Grove, the City of Garden Grove, Garden Grove Police Dept., and Garden Grove School District to provide intervention for at-risk youth. The goal of the Family & Youth Outreach Program is to assist juveniles and their families in resolving issues that may lead to delinquent behavior or interfere with positive social development.
**Felix Ventures Foundation**

Internship Program: **Felix Ventures Foundation**

Address: 16303 E. Temple Ave.
Industry, CA 91744

Phone: (626)388-6123
Fax: n/a

Supervisor: Yuridia Duran
E-Mail: wohsccc@hotmail.com
Website:

Paid Internships Available: No

Background Clearance: Yes

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- College Guidance
- Health Issues
- Counseling Services
- Administrative/Computers

**Description of Internship:**

**NOTE - Interns need to dedicate at least 3 or 4 hours per day/2 or 3 times a week from the entirety of the internship. Hours may change when the College & Career Center (CCC) hosts special events if the intern schedule permits.**

**DUTIES INCLUDE:**
- Attend meetings: CCC Staff Mtgs., Intern Mtgs., FV Officer Mtgs.
- Supervising weekly advertising of colleges visiting WOHS table during lunch
- Proofreading and helping create flyers for all events and trips
- Search and update scholarships
- Reviewing the research done by the high school interns
- Help publish and update the CCC News (CCC newsletter)
- Manage advertisement for the CCC
- Read and help students analyze assigned reading
- Assist in the following CCC events:
  - Pre-college Fair Seminar (Fall)
  - Road to College Seminars (Fall)
  - Financial Aid Seminars (Spring)
  - University Saturdays (Spring)
  - FAFSA Workshops (Fall)
  - College Weeks: One-on-one Counseling sessions with 9th to 11th graders (Spring)
  - SAT Prep (Year round)
  - IDEAS Seminars (AB-540) (Year round)
  - College Campus Tours (Year round)
- Help develop new seminars, events, and trips
- Help complete quarterly sponsor report
- Supervise the distribution of monthly calendar and advertisement of all events and trips
- Tutor students seeking help
- Proof read Personal Statements and Essays
- Attend Campus Tours (Intern will be given at least 1 month prior notice of college trip)
- Facilitate all aspects of the CCC Office Work

**BACKGROUND CLEARANCE** - Live scan, TB test, Driver's License, Hac/La Puente USD and Boy Scouts of America Volunteer Form. Costs will be incurred by agency. No cost to interns.

**Agency Mission:** The goal of FELIX VENTURES is the development of its members into strong, productive, and successful adults with a good educational foundation, a positive self-image and an excellent personal ethic. It seeks to do this through leadership training and through the teaching of wilderness survival and backpacking skills as well as by giving its members exposure to a variety of cultural activities. This is the TWELFTH year the program has been in existence.
**Five Acres**

**Adoption Promotion and Support Services**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th><strong>Adoption Promotion and Support Services</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>301 E. Arrow Hwy Ste. 101</td>
</tr>
<tr>
<td></td>
<td>San Dimas, CA 91773-3364</td>
</tr>
<tr>
<td>Phone:</td>
<td>(909)293-7861</td>
</tr>
<tr>
<td>Fax:</td>
<td>(909)447-8730</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Jill Mattinson-Cruz</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:jmattinson-cruz@5acres.org">jmattinson-cruz@5acres.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.fiveacres.org">www.fiveacres.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
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<tr>
<td>Background Clearance:</td>
<td>Yes</td>
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<tr>
<th>Through this Internship:</th>
<th>Children/Youth</th>
<th>Families/Couples</th>
<th>Tutoring Services</th>
<th>Person w/ Disabilities</th>
<th>Elderly Services</th>
<th>Substance Abuse</th>
<th>Recreation Programs</th>
<th>Other: Foster Care and Adoption</th>
<th>Health Issues</th>
<th>Counseling Services</th>
<th>Administrative/Computers</th>
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<tr>
<th>Description of Internship:</th>
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<tbody>
<tr>
<td></td>
<td>Five Acres Adoption Promotion and Support Services provides support to children and adoptive families through support groups, mentoring, case management services, and therapy to nurture lifetime commitments, ensure permanency for children, expedite the adoption process, reducing adoption disruption and increasing the number of finalized adoptions nationwide.</td>
</tr>
</tbody>
</table>

Duties include:

- Interns will assist with preparation for support groups for adoptive parents and foster parents and children
- Assist in developing curriculum
- Conduct online research impacting adoption
- Assist with presentations
- Help with coordination of workshops/APSS events
- Computer and internet skills highly desirable

**Fingerprinting, first aid and CPR required. Agency to reimburse costs**

| Agency Mission: | Five Acres promotes safety, well-being and permanency for children and their families by building on their strengths and empowering them within communities. |

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</tr>
</tbody>
</table>

Other Hours: Some evening and weekend hours
**Fullerton College**

Paid Internships Available: No

Internship Program: **Career and Life Planning Center**

Address: 321 E. Chapman Ave.
Fullerton, CA 98765

Phone: (714) 732-5530
Fax: (714) 992-9917

Supervisor: Janine Cirrito M.A., MCDP
E-Mail: jcirrito@fullcoll.edu
Website: http://careercenter.fullcoll.edu

Interns may:
- Provide classroom presentations on Career Center's services and resources
- Offer Career Center orientations regarding services and resources

Intern will:
- Assist college level students with career and educational matters
- Learn about occupational information and research
- Shadow career and academic counselors
- Greet students and schedule appointments
- Prepare processing of career and personality assessments

**Description of Internship:**

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:**

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Higher Education: Career Services
- Health Issues
- Counseling Services
- Administrative/Computers

**Agency Mission:**
We prepare students to be successful learners.

**Revised:** 11/19/2015 15-16
Fullerton College

Internship Program: **High School Outreach Office**

Address: 321 E. Chapman Ave.
          Fullerton, CA  92832-2095
Phone:  (714) 992-7250
Fax:  (714)992-9917
Supervisor: Rolando Sanabria
E-Mail: rsanabria@fullcoll.edu
Website: http://careercenter.fullcoll.edu

Paid Internships Available:  No
Background Clearance:  No

Hours Interns Can Work:
- **☑** M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- **☑** Academic year only (Aug/Sept-May/June)

Other Hours:

Through this Internship, □ Children/Youth □ Families/Couples □ Tutoring Services □ Person w/ Disabilities
□ Elderly Services □ Substance Abuse □ Recreation Programs □ Other: Outreach and
□ Health Issues □ Counseling Services □ Administrative/Computers □ Program Development

Description of Internship:
- **INTERNSHIP DUTIES:**
  * Conducting classroom presentations to incoming freshman and high school seniors
  * Program development, implementation, and evaluation
  * Shadow counselor through individual counseling appointments and academic Advising
  * Assist with new student orientation
  * Co-facilitate workshops
  * Assist students in finding appropriate resources based on individual needs
  * Learn to create a database for students

NOTE: INTERNS NEED TO BE APPROVED BY OUR BOARD OF TRUSTEES.

Agency Mission: We prepare students to be successful learners.

Revised: 11/19/2015  15-16
Fullerton Union High School AVID

Internship Program: AVID Tutors

Address: 201 E. Chapman Ave.
Fullerton, CA 92832
Phone: (714)626-3929
Fax: (714)449-0777
Supervisor: Christopher Herbert
E-Mail: chebert@fjuhsd.net
Website: fullertonhigh.org

Paid Internships Available: No

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
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- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours: MAIN HOURS: T/TH 8 - 10 am and FRI 8-10 am. Additional hours based on program needs

Background Clearance: No

Through this Internship, Students Gain Experience With:
- Children/Youth
- Families/Couples
- Tutoring Services
- Person w/ Disabilities
- Elderly Services
- Substance Abuse
- Recreation Programs
- Other:
- Health Issues
- Counseling Services
- Administrative/Computers
- Other:

Description of Internship:
Interns will mediate AVID students' collaborative groups as they use questions (inquiry) to help student presenters with their points of confusion. AVID Tutors do NOT need to be "experts" in each field; they act as facilitators in a group setting as students collaborate to help their peers. All AVID tutors always work with students under direct supervision of the AVID teachers/coordinator, so they are never on their own without assistance. Our greatest need is math, particularly Algebra I, Algebra II, and Geometry. We also have need in Chemistry, History (World, Euro, and U.S.), Biology, and English.

Agency Mission:
AVID, Advancement Via Individual Determination, is a college readiness system for elementary through higher education that is designed to increase schoolwide learning and performance. The AVID College Readiness System (ACRS) accelerates student learning, uses research based methods of effective instruction, provides meaningful and motivational professional learning, and acts as a catalyst for systemic reform and change.

Although AVID serves all students, the AVID elective focuses on the least served students in the academic middle. The formula is simple - raise expectations of students and, with the AVID support system in place, they will rise to the challenge. What distinguishes AVID from other educational reform programs is its continuous success rate.
## Girls Incorporated of OC

**Internship Program:** Academic Tutor/Homework Helper- Elementary After School Program

**Address:** 1815 Anaheim Ave  
Costa Mesa, CA 92627

**Phone:** (949) 646-7181  
**Fax:** (949) 646-5313

**Supervisor:** Ashley Cashdollar  
**E-Mail:** acashdollar@girlsinc-oc.org  
**Website:** www.girlsinc-oc.org

**Paid Internships Available:** No  
**Background Clearance:** Yes

**Hours Interns Can Work:**  
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)

**Other Hours:** Mon-Thurs: 2:00 - 4:00pm, 4-5 pm or 5-6 pm (School Year Only)

**Through this Internship:**  
- Yes  
**Students Gain Experience With:**  
- Children/Youth  
- Elderly Services  
- Health Issues  
- Families/Couples  
- Substance Abuse  
- Counseling Services  
- Tutoring Services  
- Recreation Programs  
- Administrative/Computers  
- Person w/ Disabilities

**Description of Internship:** As part of the I CAN homework initiative, volunteers and interns assist girls with homework help and academic tutoring specific to the needs of the participants. Provide overall supervision and safety for the girls, while developing a supportive environment. Minimum commitment of 1 day a week for 12 weeks.

**Agency Mission:** "Inspiring all girls to be Strong, Smart and Bold!"
Internship Program: Elementary After School & Summer Program for Girls 5-12 Yrs.

Address: 1815 Anahiem Ave
Costa Mesa, CA 92627

Phone: (949)646-7181
Fax: (949)646-5313

Supervisor: Ashley Cashdollar
E-Mail: acashdollar@girlsinc-oc.org
Website: www.girlsinc-oc.org

Paid Internships Available: No

Background Clearance: Yes

Hours Interns Can Work:
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

Other Hours:
- M-F 1pm - 6pm (School Year)
- M-F 8am - 6pm (Summer)

Through this Internship, Students Gain Experience With:
- ✓ Children/Youth
- ✓ Elderly Services
- ✓ Health Issues
- ✓ Families/Couples
- ✓ Substance Abuse
- ✓ Counseling Services
- ✓ Tutoring Services
- ✓ Recreation Programs
- ✓ Person w/ Disabilities
- ✓ Administrative/Computers

Other:

Description of Internship:
Perform in a co-facilitating role by assisting in the implementation of Girls Inc. curriculum. Assist staff in homework, enrichment and extracurricular activities. Attend outreach at local elementary schools. Provide overall supervision and safety for the girls, while developing a supportive environment. Minimum commitment of 1 day a week for 12 weeks.

Agency Mission: "Inspiring all girls to be Strong, Smart and Bold!"
**Girls Incorporated of OC**

<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>EUREKA! Program for Girls 12-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>1815 Anahiem Ave</td>
</tr>
<tr>
<td></td>
<td>Costa Mesa, CA 92627</td>
</tr>
<tr>
<td>Phone:</td>
<td>949-646-7181</td>
</tr>
<tr>
<td>Fax:</td>
<td>949-646-5313</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Ashley Cashdollar</td>
</tr>
<tr>
<td>E-Mail:</td>
<td><a href="mailto:acashdollar@girlsinc-oc.org">acashdollar@girlsinc-oc.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.girlsinc-oc.org">www.girlsinc-oc.org</a></td>
</tr>
<tr>
<td>Paid Internships Available:</td>
<td>No</td>
</tr>
<tr>
<td>Background Clearance:</td>
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<td>Hours Interns Can Work:</td>
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<td>Other Hours:</td>
<td>M-Th 8am - 5 pm (Summer Only)</td>
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Through this Internship, ☑ Children/Youth ☐ Families/Couples ☑ Tutoring Services ☑ Person w/ Disabilities
☐ Elderly Services ☐ Substance Abuse ☑ Recreation Programs Other: Personal Development
☑ Health Issues ☐ Counseling Services ☐ Administrative/Computers

Description of Internship:

2-4 week Girls Incorporated Operation SMART (Science, Math, and Relevant Technology) summer program held on college campuses for adolescent girls. Assist staff in facilitation of Girls Inc. programs and enrichment activities. Provide supervision and safety for the girls, while developing a supportive environment. Minimum commitment of 1 day a week for 2-4 weeks.

Agency Mission: "Inspiring all girls to be Strong, Smart and Bold!"
<table>
<thead>
<tr>
<th>Internship Program:</th>
<th>Outreach Program Assistant</th>
</tr>
</thead>
<tbody>
<tr>
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<tr>
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</tr>
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<tr>
<td>Other Hours:</td>
<td>Time and location vary</td>
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<tr>
<th>Through this Internship:</th>
<th>Children/Youth</th>
<th>Families/Couples</th>
<th>Tutoring Services</th>
<th>Person w/ Disabilities</th>
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</thead>
<tbody>
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<td>Students Gain Experience With:</td>
<td>Elderly Services</td>
<td>Substance Abuse</td>
<td>Recreation Programs</td>
<td>Other:</td>
</tr>
<tr>
<td>Health Issues</td>
<td>Counseling Services</td>
<td>Administrative/Computers</td>
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</tr>
</tbody>
</table>

| Description of Internship: | 10-12 week Girls Inc. Curriculum based program held at multiple sites, including middle schools, high schools, community centers, non-profit partners, and juvenile detention centers. Assist staff in facilitation of Girls Inc. programs and activities. Provide overall supervision and safety for the girls, while developing a supportive environment. Assist with data entry and program preparation for assigned site. Minimum commitment of 1 day a week for 10-12 weeks. |

| Agency Mission: | "Inspiring all girls to be Strong, Smart and Bold!" |
Goals

Internship Program: Goals
Address: 1170 N. La Palma Park Way
Anaheim, CA 92801
Phone: (714)956-4625
Fax: (714)533-2806
Supervisor: Michael Wendel
E-Mail: goals.michael@gmail.com
Website: www.goals.org
Paid Internships Available: No

Background Clearance: Yes

Internship Program: Goals
Address: 1170 N. La Palma Park Way
Anaheim, CA 92801
Phone: (714)956-4625
Fax: (714)533-2806
Supervisor: Michael Wendel
E-Mail: goals.michael@gmail.com
Website: www.goals.org
Paid Internships Available: No

Description of Internship:
The GOALS population served is youth ages 6-19 from economically depressed areas. Most youngsters are Latino. Almost all are Spanish/English bilingual. Spanish helpful not required to intern with GOALS. Boys and girls participate – about 80% boys, 20% girls. The headquarters are based in central Anaheim (about 5 minutes from Cal. State Fullerton Campus). GOALS operates from several major facilities and many area schools and recreation/community centers. Major facilities include the GOALS Garden indoor recreation center in Anaheim, Anaheim ICE arena in Anaheim, the GOALS Headquarters in Anaheim, Pearson Park Tennis Center in Anaheim and the Ray and Joan Kroc Center in San Diego. Approximately 2,000 youngsters participated annually in GOALS. All services are provided at no charge to youngsters. GOALS is heavily supported by the Walt Disney Company and as a not for profit organization also receives support from other foundations, government agencies, other corporations, and members of the general public. Each year many student interns have enjoyed various types of internships with GOALS. Several options are available. GOALS seeks to match an intern's strengths and interest with program needs as best possible.

PAID INTERNSHIPS: Yes - W/AmeriCorps/VISTA 1 YR Commitment

Administrative Program Support Internship:
The intern will support the Administrative Coordinator with all GOALS administrative duties. This support will include:
• Data entry supporting daily activities
• Updating daily curriculum for academic sessions
• Producing flyers and reminders for GOALS participants
• Updating information data base for the GOALS video Library
• Reviewing participant registration forms and volunteer applications and file accordingly
• Correct daily quizzes and enter quiz score accordingly

General Operations Internships:
• Assist with team coaching, leadership
• Mentor youth ages 6 to 19
• Assist with GOALS Curriculum in neighborhood centers & schools
• Assist with managing daily program needs, equipment, bus fleet chaperone, etc.
• Skills in sports helpful not essential – can support off field and off rink operations

A+ Opportunity Academy (morning internships):
• Help teach morning academy which includes lessons, tutoring, film studies and sports
• Tennis component once weekly – some tennis skills helpful but not essential
• Light administrative duties associated with internship
• Opportunity to “run the show” with groups of 10 to 20 youngsters – great field experience.

GOALS Cadets “Summer of Service” Leadership Internships:
• Lead platoon of summer teen GOALS Cadets in community service activities
• Mentor teens on work and social discipline
• Help organizations such as VA Hospital, OC Food Bank, Area Schools for disabled
• Teach valuable job and life skills to volunteers teen GOALS Cadets

Revised: 11/19/2015 15-16
Goals

Resource Development/Fundraising Internships:
• Assist in identifying fundraising/grant writing opportunities
• Assist in seasonal fundraising efforts such as “Roll For GOALS” roll-a-thon event
• Work with pro hockey teams and leagues to support GOALS “diversity” efforts
• Prepare letters and mailers to thank supporters or solicit new help
• Participate in other resource capacity building team meetings and outreach efforts

GOALS is all about creating opportunities for children to grow through ambitious & fun activities which combine to build self-esteem, improve discipline, teach values, encourage social interactions & create a better community. The program is targeted in an area’s most distressed neighborhoods & is offered year-round at no cost to underserved children ages 6 to 19 yr. old. GOALS is designed with three major activity components, which are athletics, learning, and community service. The program is committed to long-term youth training, career counseling & referrals. GOALS works in various partnerships with other public, private & not-for-profit entities. The program is largely concentrated in Anaheim but has several organized communities in the City of Placentia and San Diego. For those interns looking for a more intensive experience developing not for profit leadership skills, GOALS has 1-year opportunities with AmeriCorps/Vista and may have openings that could follow a successful student internship with the program.
Goodwill of Orange County

Internship Program: **Supported Employment**

Address: 410 North Fairview St.
Santa Ana, CA 92703

Phone: (714)547-6308 x348
Fax: (714)541-6531

Supervisor: Manny Vallejo
E-Mail: mannyv@ocgoodwill.org
Website: http://ocgoodwill.org

Paid Internships Available: No
Background Clearance: Yes

<table>
<thead>
<tr>
<th>Through this Internship</th>
<th>Students Gain Experience With:</th>
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<tbody>
<tr>
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<td>✓ Person w/ Disabilities □ Administrative/Computers</td>
</tr>
<tr>
<td></td>
<td>Other: Disadvantaged and disabled Adults; Employment</td>
</tr>
</tbody>
</table>

**Description of Internship:**
Goodwill works to secure private sector jobs for clients with disabilities. The Supported Employment program offers both short and long term on the job assistance for clients who need intensive, individualized support to obtain and maintain employment.

Intern duties may include:

1. Job coaching developmentally disabled adults (clients) with supervision
2. Assist clients in basic life skills as needed, including personal grooming and hygiene, behavior and social skills
3. Maintain and complete reports and documentation
4. Assist with administrative duties
5. Teach clients how to access and ride the public bus with supervision
6. Perform assessments to determine the employability of a client with supervision
7. Attend and participate in counseling sessions with case managers, instructors, counselors, and social workers
8. Assist in job search for developmentally disabled adults with supervision

**Agency Mission:**
Goodwill is in the business of helping people who are facing barriers, get and keep jobs which provides purpose, pride and dignity. We believe the power of work changes lives.

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:**
M- F 7:15 am - 4:00 pm

**Other:**
M- F 7:15 am - 4:00 pm

**Background Clearance:** Yes
**Grace Immanuel Ministries**

**Internship Program: Outreach Program**

**Address:** 2521 N. Grand Ave., #B
Santa Ana, CA 92705

**Phone:** (714)532-2526

**Fax:** (714)541-8391

**Supervisor:** Grace Womanck, MSW

**E-Mail:** grace@gimfrc.org

**Website:** www.graceimmanuelministries.org

**Background Clearance:** No

**Paid Internships Available:** Yes

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Eldery Services
- Substance Abuse
- Health Issues
- Counseling Services
- Administrative/Computers

**Description of Internship:**

PURPOSE: Assist disenfranchised individuals and families toward self-sufficiency while utilizing cultural sensitivity for diverse populations. Provide direction and support for individuals struggling with substance abuse, parenting, and job retention/readiness skills. Research and write grants to obtain and maintain financial resources to sustain program offerings.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Liaison for agencies and businesses in the community for gift-in-kind and volunteer support
- Schedule appointments for life skills classes
- Provide Case Management for low-income individuals and families
- Provide office clerical assistance as needed
- Assist with planning and development of self-help groups
- Provide crisis intervention and referrals to appropriate resources
- Set up database of clients and volunteers

**MINIMUM QUALIFICATIONS REQUIRED TO SUCCESSFULLY PERFORM THE JOB:**

- Bachelor level student in Human Services Field
- Knowledge of substance abuse
- Cultural sensitivity
- Ability to be empathic and understanding of needs of others
- Dependable, committed to completing program

**PHYSICAL REQUIREMENTS**

Individual must be able to sit and/or walk for approximately 60% of the position and be able to lift approximately 25 pounds.

**Agency Mission:**

Our mission is to reach out to disenfranchised individuals through the provision of shelter referrals, and life skills classes (e.g., Anger and Conflict Management, Parenting, 12-Step Support Group/Relapse Prevention) that assist individuals and families as they move toward self-sufficiency.

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)
- M-F Evenings (5pm-10pm)
- M-F Nights (10pm-9am)
- Weekend days (9am-5pm)
- Weekend evenings (5pm-10pm)
- Weekend nights (10pm-9am)
- Academic year only (Aug/Sept-May/June)

**Other Hours:** Tues. - Sat. 10 am - 8 pm. Occasional Sundays (12 - 3 pm).
Grandma’s House of Hope

**Internship Program:** Case Management

**Address:** 174 W. Lincoln Ave #541
Anaheim, CA 92805

**Phone:** (714)558-8600
**Fax:** (714)558-8613
**Supervisor:** Gigi Zanganah
**E-Mail:** gigi@grandmashouseofhope.org
**Website:** grandmashouseofhope.org

**Paid Internships Available:** No
**Background Clearance:** No

**Through this Internship, Students Gain Experience With:**
- Children/Youth
- Families/Couples
- Substance Abuse
- Counseling Services
- Administrative/Computers
- Elderly Services
- Tutoring Services
- Recreation Programs
- Person w/ Disabilities
- Health Issues
- Other: Victim Assistance
- Low-Income Families
- Counseling Services
- Academic year only (Aug/Sept-May/June)

**Description of Internship:**
Intern will work directly with our GHH Case Manager in the daily operations of the in-office side of our Transitional Housing Program.

Duties and learning opportunities include but are not limited to:

- Organizing client files.
- Learning how to and completing client intakes.
- Helping to evaluate client’s progress in the program.
- Drafting success stories to ultimately be presented to the Board of Directors and for community relations.
- Learn to write case notes
- Provide resources and referrals to outside agencies
- Assisting with any tasks delegated by Case Manager.

For more information and to apply, go to www.GrandmasHouseofHope.org/intern-and-volunteer-

**Agency Mission:** We provide compassionate and uplifting transitional care for women in crisis and hungry children in Orange County.
Grandma's House of Hope

Internship Program: **Child Development/Health & Nutrition Intern**

**Address:** 174 W. Lincoln Ave #541  
Anaheim, CA 92805

**Phone:** (714)606-1436  
**Fax:** (714)558-8613

**Supervisor:** Tobi Aclaro  
**E-Mail:** tobi@grandmashouseofhope.org

**Website:** grandmashouseofhope.org

**Paid Internships Available:** No  
**Background Clearance:** Yes

**Through this Internship:**
- ☑ Children/Youth  
- ☑ Families/Couples  
- ☑ Tutoring Services  
- ☑ Person w/ Disabilities
- ☐ Elderly Services  
- ☐ Substance Abuse  
- ☐ Recreation Programs  
- Other:  
  - Victim Assistance;  
  - Low-Income Families;  
  - Transitional Housing
- ☐ Health Issues  
- ☑ Counseling Services  
- ☑ Administrative/Computers

**Hours Interns Can Work:**
- M-F Regular Business Hrs (9am-5pm)  
- M-F Evenings (5pm-10pm)  
- M-F Nights (10pm-9am)  
- Weekend days (9am-5pm)  
- Weekend evenings (5pm-10pm)  
- Weekend nights (10pm-9am)  
- Academic year only (Aug/Sept-May/June)

**Other Hours:** M-F 1PM-6PM

**Description of Internship:**
Students interested in early-childhood (K-12) development or health and wellness are welcomed! Interns will be able to apply their theoretical learnings to child play and nutrition, tutoring and mentoring practices as well as gain an introduction to workshop development and education planning. Interns will tutor children at our HopeWorks Education and Enrichment Center (HWEEC), for a low-income family community in west Anaheim. Interns will work one-on-one or in small groups with children and sometimes be involved with parent activities. LiveScan is required for this position. Duties include but are not limited to:

- Mentoring/tutoring K-12 children with their homework
- Teaching/Facilitating: nutrition, health, wellness, exercise, art and craft projects
- Writing workshops and providing other educational opportunities
- Assisting with business administration projects such as recordkeeping

**Agency Mission:** We provide compassionate and uplifting transitional care for women in crisis and hungry children in Orange County.
Internship Program: **Workforce Development**

<table>
<thead>
<tr>
<th>Address: 174 W. Lincoln Ave #541</th>
<th>M-F Regular Business Hrs (9am-5pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anaheim, CA 92805</td>
<td>M-F Evenings (5pm-10pm)</td>
</tr>
<tr>
<td>Phone: (714)558-8600</td>
<td>M-F Nights (10pm-9am)</td>
</tr>
<tr>
<td>Fax: (714)558-8613</td>
<td>Weekend days (9am-5pm)</td>
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<tr>
<td>Supervisor: Michael Shepherd</td>
<td>Weekend evenings (5pm-10pm)</td>
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<tr>
<td>E-Mail: <a href="mailto:info@grandmashouseofhope.org">info@grandmashouseofhope.org</a></td>
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<tr>
<td>Website: grandmashouseofhope.org</td>
<td>Academic year only (Aug/Sept-May/June)</td>
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</tbody>
</table>

Paid Internships Available: No
Background Clearance: No

### Description of Internship:

Interns will learn the processes of career and life-skills coaching and receive an introduction to counseling as they experience hands-on cases and help to improve client situations through HopeWorks!, Grandma's House of Hope's workforce development program.

Interns will be working one-on-one or in small groups with women of the transitional living program or adults of low-income families at our HopeWorks! community center (HWEEC) or "motel families" to assist with empowerment, education and the job search.

Duties include but are not limited to:

- Teaching/ Facilitating
- Life skills/Citizenship process
- English as a Second Language (ESL)
- Computer skills
- Job searching skills
- College/Certification/GED or HS Diploma/Financial Aid process and homework
- Writing workshops
- Interviewing skills
- Educational opportunities and more

### Other Hours:

- Other:
  - Victim Assistance
  - Women's Transitional Housing
  - Low-Income Families

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**Agency Mission:**

We provide compassionate and uplifting transitional care for women in crisis and hungry children in Orange County.