



Schenectady Inner City Ministry

2010 SICM Summer Intern Application – Overview

The purpose of the internship is to offer older high school students and/or college-age students experience working in the various SICM programs. These programs directly serve residents primarily in the inner city of Schenectady. The internships enhance the experience of students, especially those interested in pursuing human services, social welfare, education or public health careers.

SICM summer interns are hired to work during the summer for 6 to 10 weeks. SICM interns work directly for and are supervised by SICM staff. Many of the positions are paid for by a congregation, and placement for the positions is limited to those described. All applicants should indicate their preference of placement. SICM program staff will interview students and determine final placements of interns. New applicants are given first priority over returning applicants in preference of job placement; however, SICM strives to give all students a valuable intern experience. Application Deadline: a rolling basis.

SICM interns typically complete approximately 240 hours during the summer. College students can begin prior to high school students; the rate of pay is determined by available resources, and is currently \$7.50/hour. Full-time (30 hrs/week for 8 weeks) or part-time positions (120 hours total: 15 hrs/week for 8 weeks) are available depending upon the program area. SICM is glad to provide references for college, etc. based on the intern's experience.

Summer interns are required to participate in regular group meetings to gain knowledge and reflect on their experience.

To apply, submit a completed application and resume to:

Janet Mattis, Intern Coordinator
SICM, 930 Albany Street
Schenectady, NY 12307

Applications are available at the office or on the website, http://sicm.us/Summer_Ministries.html. For further information, contact SICM at 374-2683 or Janet Mattis, Intern Coordinator, directly at jmattis@sicm.us or see the SICM website at www.sicm.us.

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2010 Summer Intern Position Descriptions

These position descriptions are for the intern's primary work area; all interns participate in various special events as needed, as well as regularly scheduled meetings with the intern coordinator. All interns participate in reflection on the experience and submit written work at the conclusion.

Schenectady Damien Center – A drop-in center for persons infected with or affected by HIV and AIDS. The center's purpose is to provide hospitality, spiritual support, fellowship and education. Summer Intern will assist the director and volunteers in providing education and hospitality, Tuesday lunch, evening dinners, arts and crafts with kids, performing administrative tasks and recruiting for the AIDS Walk. Both daytime and evening hours.

Food Program – Provides emergency groceries at largest food pantry in Schenectady County. Summer interns will assist in all phases of the food pantry operation (greet, intake, sort, package, distribute) when the food pantry is open and/or will assist with volunteer support and recognition projects and/or program development (e.g., public relations for events, etc.) as well as administrative tasks. Several interns positions @ 20-40 hrs per week (flexible), almost all daytime and weekdays, can start in May.

Summer Lunch – Providing a free summer lunch to children thru age 18 at various sites in Schenectady from late June through mid- August. Assist program coordinator with summer lunch program tasks, assist volunteers at sites, and help feed the kids. 20-40 hr/week, ideal hours 10-4 daily, driver's license, cell phone and vehicle a plus. This could also be a "wrap around" position where interns help at the food program and with summer lunch. An intern could read or run other activities at some of the larger sites. Several positions available.

Safe Parks/Edible Playgrounds -- SICM's "Safe Parks and Edible Playgrounds" advances community policies and environmental changes to improve access to safe places to play for area children and establishes "Edible Playgrounds" (gardens for and by children). Interns would help kids with organized activities lead by other agencies (Boys & Girls Club, YMCA); supervise "hands-on" work in the gardens; and implement Roots & Wisdom curriculum, teaching local children.

Neighborhood Initiatives -- Assist with neighborhood-based projects that may be "in the works" and can utilize assistance (e.g., efforts to start a community market, neighborhood newsletter, Northside Homeownership Project, etc.)

***Make a difference, gain valuable experience AND
earn money this summer!***