



Public Service Internship Program

Sponsored by Pulaski County Youth Services

June 14-July 22, 2010

Work-site Application

"We know that helping others is the best way – probably the only way to achieve a better future for ourselves."

- Harry S. Truman, 33rd President of the United States

Public Service Internship Program

June 14-July 22, 2010

Sponsored by Pulaski County Youth Services

Mission Statement:

To educate, expose, and prepare Pulaski County youth for careers and opportunities in public service.

Program Description

The Public Service Internship Program is a 6-week, work experience program designed to help students gain knowledge, skills, and exposure to careers in private sector, non-profit, volunteer, and government work. Through this program, youth will learn valuable lessons about leadership, community service, and how to work effectively with individuals and organizations to build healthy communities.

While enrolled in this program, students will have the opportunity to work with non-profit organizations and state and local government agencies and understand their commitment to the communities they serve. This experience will help shape their futures as they go on to pursue careers in public service.

Pulaski County Youth Services will pay the interns' salaries, wages and all associated costs. Upon completion of the Public Service Internship Program, students will be given a certificate of achievement.

=====

Program Components

Responsibility:

A commitment to public service is often considered a calling. Individuals that seek a career in public service have a responsibility to the communities they serve. Pulaski County Youth Services understands that training youth to be model public servants is essential to the development of vibrant communities.

Service:

The Public Service Internship Program is an effort to inspire youth to explore and reach their potential for public service. Through this program, Pulaski County Youth Services seeks to engage the interested youth so that they can become model public servants that take responsibility for the betterment of their communities.

Leadership:

Being an effective leader requires that an individual must be able to listen and learn, must be willing to compromise, must be able to inspire others, have integrity, and have compassion. The Public Service Internship Program seeks to instill these qualities to aid in the development of future leaders.

Frequently Asked Questions

1) Who's eligible for the program?

16-18 year old Pulaski County residents.

2) When are the deadlines?

The application deadline for work-sites is May 14, 2010.

3) What happens after a work-site application is turned in?

The date it was received will be stamped on it and the information will be entered into a database. Worksites will be contacted so that a site visit can be arranged.

4) When will work-sites be notified?

All work site applicants will be notified, by mail, no later than June 4, 2010.

5) When do the interns start?

The first day of the Public Service Internship Program will be on June 9, 2010. Pulaski County will conduct an employment orientation on this day and give out assigned internship locations. The orientation will begin promptly at 9:00 am. The location will be disclosed to all accepted worksites. Interns will begin work at their assigned agencies on June 14, 2010.

6) Where will this program be held?

Non-profit agencies, volunteer organizations, and state and local government offices are being solicited as potential work-sites. Additionally, private sector worksites that offer opportunities for youth to be exposed to responsibilities similar to what would be found in careers in public service are encouraged to apply.

7) How long is the program?

Students in the Public Service Internship Program will work a total of six weeks with the first day of work starting on June 14th and concluding on July 22nd.

8) What if the interns don't have transportation?

Unfortunately, Pulaski County Youth Services is unable to provide transportation. The interns will have to provide their own means of transportation.

9) What is required of mentors and work-sites?

Mentors will need to coordinate an orientation for the intern during their first week of the program. For the duration of the program, we ask that the interns be actively engaged with the everyday proceedings of the agency/organization. Worksites should be able to provide students with 20-28 hours of work per week for the full six weeks. Worksites must be based in Pulaski County.

10) Can agencies terminate the employment of interns?

If the agency supervisor is displeased with the intern, they must notify Pulaski County Youth Services. The intern's employment will be terminated based on the recommendation of the agency supervisor.

11) Can I request a specific student?

Yes, we encourage you to do so. The student will need to meet all program requirements and submit an application. We cannot guarantee that requested students will be placed with your organization, however, we will make a strong effort to do so.

12) How many interns will be assigned to an agency?

You may request up to four youth, however, we cannot guarantee that all requests will be filled.

**Public Service Internship Program
Work-Site Information Sheet**

=====
Agency/Organization Name: _____

Department Name: _____ Director's Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail address: _____

=====
Immediate Supervisor: _____ Title: _____

Worksite address: _____

Telephone: _____ Fax: _____

E-mail address: _____

=====
Hours of work: _____ Days of Week (i.e., M-F): _____ Total # Hours * _____

Is there an age requirement? Yes () No () Required age: _____ Lunch break** (time): _____

What duties are to be performed and/or are any special skills needed? Please list:

Person authorized to sign time sheets: _____

Telephone: _____ Fax: _____

=====
of student spots requested _____

Would you like to request a specific student? If so, what is the name of the student(s)? _____

*Students must work between 20 and 28 hours per week.

**Students are required to take an unpaid 30-60 minute lunch break each day.

Please note that PCYS offers lectures to students four of the six Thursdays from 2:00-4:00 p.m. Students are required to attend a minimum of three lectures. Please make scheduling arrangements so that students can attend. Lectures are paid and should be included on time sheets as part of the 28 hour work week.

Please read the following statements before signing below.

- 1) *I understand that Pulaski County Youth Services may wish to take photographs of students engaged in the Public Service Internship Program, for use in a final report and/or future publications.*
- 2) *I understand that by enrolling in this program, the work-site supervisor must provide an orientation and/or necessary training needed for the intern to effectively perform all job duties.*
- 3) *I hereby agree to exonerate, defend, hold harmless, indemnify, release, and forever discharge Pulaski County, PCYS, PCCCYS, and its officers, agents, employees, volunteers and servants from and against all claims, demands and actions, causes of action, losses, liabilities, or expenditures of any kind, including court cost and expenses, accruing or resulting from any suits or damages of any character resulting from injuries, damages, or death.*

Supervisor's Printed Name

Date

Supervisor's Signature

Date

Please return all completed applications by May 14, 2010, to:

Pulaski County Youth Services
RE: Public Service Internship Program
201 South Broadway, Suite 220
Little Rock, AR 72201
501-340-8259 (fax)

If you have any additional questions, contact Kathleen Velek at 501-340-8250.