



ROLES AND RESPONSIBILITIES

UNITY SUMMER INTERNSHIP PROGRAM

- Provide qualified youth for the internship positions specified in the job description submitted by the placement organization.
- Provide the administrative support necessary to successfully implement the program. This includes paperwork and forms, trainings, ongoing communication, monitor intern progress, etc.
- Ensure that all regulations, standards and policies are relevant to the program are met.
- Inform the worksites as to any changes, concerns, etc. that occur during the course of the program.
- Provide a curriculum that teaches the skills youth need to create change through ongoing training sessions and to work with the placement site to integrate the internship with the curriculum.
- Provide the agreed upon stipend to the youth who complete the program.
- Sponsor a banquet celebration for interns, their families, advisors and worksite placement agencies.
- Evaluate the program.

PLACEMENT ORGANIZATIONS

- Provide an internship experience and job description that meets the goals of the program.
- Provide on-site job training including an orientation to the organization.
- Return all necessary paperwork by the established deadlines.
- Attend meetings, gatherings and trainings as requested.
- Provide each intern a supervisor that will provide guidance to the intern help them accomplish the expectations of the program.
- Contribute if possible, a \$200 donation for each intern.

INTERN

- Complete all necessary paperwork by dates and deadlines.
- Have no other conflicting commitments during the internship.
- Adhere to the schedule provided by the placement site.
- Attend all meetings, gatherings and trainings as designated.
- Turn off all pagers and cell phones during work and training hours.
- Be an active participant, taking responsibility for their learning.
- Keep the Unity Summer Program and the placement organization informed of any changes or issues affecting the internship.
- Submit signed timesheets as required.
- Secure transportation as needed to meet obligations.
- Communicate with parent(s) or guardian(s) regarding the program.
- Participate in follow-up reflection and action provided by my sponsoring organization.
- Promote the program to other youth as requested.