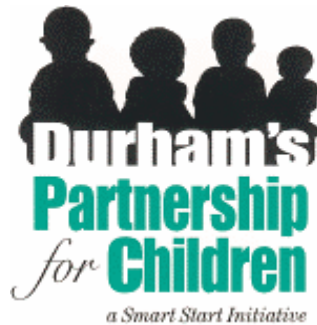


Durham's Partnership for Children



Smart Start Internship Experience

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Origins of Durham’s Partnership for Children

Durham’s Partnership for Children (“Partnership”) was founded in 1994 to administer the Smart Start program in Durham County. Smart Start is a comprehensive, community-based initiative serving children ages zero to five and their families. The primary long-range goal of Smart Start is to ensure that all children enter school healthy and prepared to succeed. The Partnership Board of Directors allocates Smart Start funding in three focus areas:

- Early Care and Education
- Family Support programs
- Health and Early Intervention services

Smart Start legislation mandates that 30 percent of funding must be used for childcare subsidies, and a total of 70 percent must be spent on programs to improve the quality of childcare, including subsidies. The remaining 30 percent can be allocated to family support and/or health activities. The Partnership Board of Directors reviews and approves funding applications on a yearly basis.

The Partnership’s Mission

“...to mobilize and unify the Durham community to create and support innovative and successful approaches to serving the needs of children ages zero to five and their families.”

Smart Start Funds Provide

- Training and technical assistance programs for child care providers
- Parent Education and support services
- Subsidies to help families pay for quality child care
- Specialized therapies and respite care for special needs children and their families

The Partnership is a nonprofit organization and supports efforts to fill gaps in existing services for young children and families. The Partnership assists the community in the creation of support systems that are more responsive, more effective and easier to use. The result is a proactive approach to the way Durham helps families access essential services.

With support from Smart Start, North Carolina’s early childhood education initiative, the Partnership provides resources through grants to a broad range of community programs. We work hard to make sure dollars go directly to improve services, so they are both more efficient and effective. We also seek to encourage collaborative and innovative approaches to meeting the needs of all children and their families in Durham -- both in the city and in the country.

In addition, we make it a priority to foster an environment in Durham in which children are valued and where every person sees it as his or her responsibility to support and protect our most precious resource.

We do all of this because we believe strongly that any job undertaken on behalf of children today is simply an investment in our future -- an investment from which we will all benefit down the road. Remember, when we change the life of a child, we change our own as well.

How to Become an Intern

The first step to becoming an intern is to complete an application form to express an interest in being an intern. The next step is to submit the following materials listed on this page and set up an appointment with the Executive Director. The initial interview will give you the opportunity to express your interest in the program and outline your goals as a prospective intern.

Keep in mind that your internship is an arrangement between you and the Partnership. Your experience is meant to help you gain valuable work experience and job-related skills. Your experience will be based on the length of your internship, your curriculum requirements, as well as your interests. If you choose to work with the Partnership, you will be assisting the staff in carefully matching your responsibilities to your strengths and interests.

Feel free to contact the office for any additional information. Good luck in your search for the ideal placement.

Please submit:

1. Cover letter addressed to Partnership's Executive Director.

Your cover letter will serve as your writing sample, allowing you to display your writing skills while also telling us who you are and what we should know about you. Note that the questions below are merely guidelines; each question does not require a thorough answer, and your letter need not follow this particular format.

- Why do you want to intern at Durham's Partnership for Children?
- What prior skills, knowledge (including course work) and work experience are relevant to the internship position? Examples might include your relevant courses or academic work; office experience; serving children or working on their behalf; active involvement with campus or community organizations.
- If applicable, how do you hope to continue working with or on behalf of children in the future? Include your immediate post-internship plans as well as your longer-term career and/or academic goals.
- What do you hope to learn or gain from your internship experience?

2. Resume (one page preferred)

3. Reference List

List two references: name, affiliation, postal address, current phone number and email address (if available) or submit two letters of recommendation.

For more information please contact:

Marsha Basloe, Executive Director
Durham's Partnership for Children
1201 S. Briggs Ave., Suite 210
Durham, NC 27703

Phone: (919) 403-6960 ext. 234 Fax: (919) 403-6963

The Internship Experience

Your responsibilities as an intern will vary depending on the length of your internship, curriculum requirements and areas of interest. If you choose to work with Durham's Partnership for Children you will be an active participant in developing your internship experience. **The following is a list of possible activities and functions of the Partnership intern that will be carefully matched to the strengths and interests of the intern(s).** All interns participate in the daily operations of the agency and understand that this includes necessary office tasks and paperwork.

NONPROFIT MANAGEMENT

- Interns work under the supervision of professional staff and carry out a variety of tasks as needed. This internship work is particularly appropriate for undergraduate and graduate students who are interested in learning the nuts-and-bolts of nonprofit management. Strong writing, analytical and reading comprehension skills are important. Excellent organizational skills and computer skills are desirable. Areas of involvement may include:
 - Board policy and administration; policy research and development
 - Early childhood research
 - Advocacy and public policy
 - Grant research and development
 - Resource development and fund development
 - Public relations and marketing including product development
 - Contracts & Human Resources

PLANNING AND COORDINATION

- Plan and implement a program or activity(s) under supervision
- Plan, develop and implement a community service project(s):
 - Expose the community to early childcare concerns
 - Develop community ties and volunteer participation
- Plan and implement programs and/or activities that encourage further understanding of the Smart Start goals
- Design and implement programs and/or activities to encourage intercultural awareness and tolerance

RESEARCH & EVALUATION

- Participate in program monitoring or evaluation visits and assist in the documentation process
- Prepare materials to evaluate programs and services
- Research and prepare foundation support information for raising additional dollars in the community
- Design and implement a research project or data collection report with Partnership staff that provides statistical research experience. Examples for available areas of research include: attendance, parent involvement, star ratings, demographics, success rates and budget issues.

General Expectations of Interns

The following is a general description of the expectations for Durham's Partnership for Children interns.

Maintain a professional manner:

- Submit a regular schedule
- Refrain from using slang and inappropriate language
- Dress appropriately
- No smoking
- Report on time; call if you are unable to attend
- Protect confidentiality at all times
- Work as a team player

Be involved and active in the Partnership:

- Attend and participate in staff meetings, if applicable
- Formally present programs and/or activities you have developed or been involved with
- Become familiar with the roles of the professional and paraprofessional staff at Durham's Partnership for Children
- Become familiar with all aspects and services provided by Durham's Partnership for Children
- Become aware of community services, resources and educational facilities available to program participants

Remember to:

- Be creative and enthusiastic; suggest new things
- Remain focused on Durham's Partnership for Children's goals and attentive to the Partnership's needs
- Consider the physical, mental, social, and emotional needs and/or limitations of projects.



Intern Application

Date: _____

Name: _____ Phone: _____

Address: _____ Phone 2: _____

Permanent Address: _____ Email: _____

Permanent Phone: _____

Until what date will you be at the above non-permanent address? _____

Best times to contact you:

School: _____

Expected year of graduation: _____

Degree pursuing: _____ Major/Minor: _____

Will you receive academic credit as an intern/volunteer?

Semester(s) applying for:

Preferred start and end dates of your internship/volunteer experience:

Start:

End:

Number of days/hours available each week:

Do you need a decision by a specific date? When?