

## Summer 2012 Official CAIR Summer internship Guidelines

CAIR is a program in Family Service League that provides community advocacy, information and referral to a diverse client population. Summer interns will learn the resources available to the community, including the Department of Social Services. Summer interns will get direct practice experience, both in person and over the phone. In addition, summer interns will have the opportunity to be involved in our school supplies drive, "Backpacks for Back to School".

- Who Should Apply
  - Current or recent college graduate with a degree in social work, human services, psychology, sociology or other related field
  - Community members interested in helping people and learning about the resources available in their community
- Time frame
  - May 21<sup>st</sup>-Aug 24<sup>th</sup>- 14 weeks
  - This time frame insures a smooth transition for our clients from the Spring summer interns to the Summer interns and then from the Summer interns to the Fall summer interns
  - To receive a complete internship experience, summer interns should plan on working at least 2 full days or 3 half days each week.
  - Students receiving school credit MUST abide by the above mentioned start and end times. If a student is required to work a specific number of hours for school credit, the day/hour breakdown will be discussed during interview and must be adhered to.
- Vacation or Time Off
  - Any vacations longer than 3 days must be submitted to supervisor prior to the start of summer internship
  - Any variation to the official start and end dates must be approved prior to the start of summer internship

- Violations to the above may affect evaluations or letters of recommendation
  
- Applications
  - Completed applications must be submitted at least one week prior to the start of summer internship.
  - A summer intern may not start their summer internship until background checks have been cleared.
  
- Orientation
  - There will be a mandatory orientation held May 21<sup>st</sup>, 2012 from 9am-5pm.
  - At this orientation, you will meet your fellow summer interns and all staff involved; learn about Family Service League and their programs and will be introduced to FSL's electronic case management system, Sendtrac.
  
- Location
  - This internship is held at Family Service League's Iovino South Shore Family Center at 1444 5<sup>th</sup> Ave, Bay Shore NY 11706.
  
- Contact Person
  - If interested in this summer internship, please contact
    - Courtney Russo
      - [crusso@fsl-li.org](mailto:crusso@fsl-li.org) (preferred method of contact)
      - 631-647-3100 ext 452