



## Intern Application

### **SAFE Project Mission Statement**

Advocate for and empower survivors of stalking, intimate partner, family and sexual violence. Our education and awareness efforts are focused on prevention and improved community response.

### **Internship Purpose**

The Intern/Advocate will assist SAFE Project by supporting staff members with office tasks, taking 12-hour shifts answering SAFE Projects 24-hour hotline, creating a project of their choice, and working with both residential and non-residential clients. This will have the overall effect of improving services to clients in line with SAFE Project's mission.

### **Duties and Responsibilities**

- Respond to client, visitor, and caller needs, both in the office and over the phone.
- Take a minimum of four hotline shifts per month.
- Provide crisis intervention services (not counseling) to victims of intimate partner violence, sexual assault, stalking, child abuse, and elder abuse.
- Implement a self-chosen project on a relevant topic with guidance from SAFE Project staff.
- Perform weekly grocery shopping.
- Provide child care and transportation to clients when needed.
- Assist with other tasks as desired by staff.

### **Benefits**

- Gain experience in crisis intervention and working with victims.
- Gain experience in basic office skills/conduct.
- Work closely with staff.
- Learn more about day-to-day functions of SAFE Project.
- Help those in need.

### **Requirements**

- A commitment to ending domestic violence, sexual assault and stalking.
- Completion of the SAFE Project 40-hour advocate training or willingness to complete the 40-hour training within two weeks of starting at SAFE Project.
  - To sign up, visit [safeproject.org](http://safeproject.org), hover over "Get Involved" and click on "Volunteer Opportunities," then follow the link to the "Volunteer Application."

- Completion of Authorization of Release of Child or Disabled Adult Wyoming Central Registry and Criminal History Prescreen Record Information.
  - If this screen is returned requesting a more thorough check be done, we will request you fill out another form allowing a more extensive background check.
- Desire to work in SAFE Project office weekly.
- Ability to communicate as a member of SAFE Project's team and problem solve.
- Abide by the confidentiality standards set forth in the confidentiality agreement previously signed and on file at SAFE Project.
- The ability to work independently and as part of a team.
- Enthusiasm, flexibility, and the ability to keep an open mind.
- A professional demeanor.
- A good sense of humor.

## Application Form

Please turn in Application Form, resume, and cover letter to the SAFE Project office either by e-mail at [volunteer@safeproject.org](mailto:volunteer@safeproject.org), in person at our office at 319 S. Lincoln Street in West Laramie, or by mail to P.O. Box 665, Laramie, WY 82073.

SAFE Project has three internship cycles that follow the UW and LCCC academic year. Please select the cycle in which you are applying:

- Fall Semester
- Spring Semester
- Summer

### Personal Information

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Address:

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Mailing Address (if different):

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### Educational Information (complete only if applicable)

College or University Attending: \_\_\_\_\_

Major/Degree Program: \_\_\_\_\_

Year in school: \_\_\_\_\_

Is this internship for academic credit (circle)?      **YES**      **NO**

Do you have any specific requirements for academic credit (circle)?      **YES**      **NO**

If yes, please explain: \_\_\_\_\_

**General Information** (please attach additional sheets if necessary)

Are you a current SAFE Project advocate (circle)? **YES** **NO**

If yes, what year and month did you go through training? \_\_\_\_\_

What are you interested in as part of your internship? Check as many that apply:

- Working directly with SAFE Project clients
- Assisting with prevention presentations
- Assisting with outreach efforts (social media, podcast, etc.)
- Helping with shelter cleaning and upkeep
- Learning about and updating current education materials
- Assisting with general office tasks and management

What is your availability (please know our office hours are 8am-4pm)?

Day of the week: Mon          Tues          Wed          Thu          Fri

Hours per day: \_\_\_\_\_

Total hours available per week: \_\_\_\_\_

Why are you interested in participating in the SAFE Project Internship Program?

What skills will you bring to the internship?

What expectations do you have for this internship?

**Certification and Signature**

By signing below I certify that all information is accurate and correct and may be shared with SAFE Project staff.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_