

## CFS 193 Internship Site Descriptions – SPRING 2022

### Big Brothers Big Sisters of Central California

**Position:** Match Support Specialist Aide

**Description:** Interns will be working alongside the case managers (Match Support Specialists) to enroll volunteers and clients, assist in taking referrals, brainstorming virtual events for match participation, and providing resources to families as they navigate life during the pandemic. Due to the COVID-19 pandemic, our site can work with a maximum of two students during the spring semester. Internships will be a total of **120 hours** to be completed either in-person or virtually Monday-Friday 8:00-5:00 p.m. with some Saturdays and evenings available. Interns must be able to complete a minimum of 8 hours in a week and it is preferred to work one full day or two 4 hour-days to maximize the work and experience.

**How to Apply:** Please email resume to Program Manager Mitzi Moore at [mmoore@bigs.org](mailto:mmoore@bigs.org). A 30-minute intern interview will be scheduled for further information on the agency and to answer any questions.

Interns will be required to pay \$25.00 for a background check.

### San Joaquin River Parkway and Conservation Trust

#### Education Program Intern

River Education Interns support the River Parkway Trust's education programs for school aged youth. River Education Interns will assist with classroom visits and river field trips that teach children about ecology, cultural history, and local wildlife. The Trust provides educational experiences for local Pre-k through 6th grade classrooms. Trips focus on environmental education; all interns will receive training on program activities, curriculum, and relevant NGSS standards. Interns will report to the Community Programs Director and Education Programs Facilitator.

#### Responsibilities and Duties

- Participate as an activity leader during field trips along the San Joaquin River.
- Assist with the organization and maintenance of program materials.
- Assist with organizing program storage areas.
- Assist with programmatic administrative duties, such as communication and scheduling.
- Work cooperatively with program volunteers.
- Other duties may be assigned.

#### Time Requirement

- Field trips and classroom presentations are typically scheduled Monday-Friday between the hours of 8:30 am– 1 pm. Interns will be expected to assist with at least one trip per week (a minimum of 5hours/week)
- Work on weekend-based youth programs, weekday outdoor pre-K enrichment program, or assisting with summer camp preparations a possibility depending on student's schedule.

#### Qualifications

- Enthusiasm and passion for working with youth.
- Interest in outdoors and environmental education.
- Ability to convey complex scientific topics to a variety of age groups.
- Ability to work outdoors in varying conditions.

· Must be 18 years old or a high school graduate.

\*All individuals that work with children are required to submit fingerprints through LiveScan service.

### **To Apply**

Please submit a resume and a brief cover letter to [mschnur-salimbene@riverparkway.org](mailto:mschnur-salimbene@riverparkway.org) outlining your interest in this opportunity.

### **Fresno Housing Authority**

**Position Title:** Resident Empowerment Intern – 1 Open Position  
**Department:** Resident Empowerment  
**Reports To:** Lucinda Walls, Assistant Manager – [Lwalls@fresnohousing.org](mailto:Lwalls@fresnohousing.org)  
**FLSA Status:** Non-Exempt

The Resident Services department has an opening for an undergraduate student intern. In this role, you will assist the Resident Services staff in supporting the overall goal established through Resident Empowerment as well as assist, learn, and develop in the area of providing services to residents. This is an entry level position and will work under direct supervision of the Resident Services Assistant Manager.

All activities must support the Fresno Housing Authority (“Agency”) strategic goals and objectives and produce results that accomplish the goals of the Communications department.

For a full overview of learning opportunities, internship outcomes, behavioral competencies, qualifications, physical demands, and work environment associated with this this internship, see the “Fresno Housing Authority Resident Empowerment Intern” document.

Please send your resume or if you have any questions regarding the position to

Lucinda Walls, Assistant Manager  
[Lwalls@fresnohousing.org](mailto:Lwalls@fresnohousing.org)

### **Focus Forward, Juvenile Justice Campus**

Focus Forward is a non-profit organization composed of community volunteers, college interns, and staff to provide services and resources to youth within County systems. Some of the provided services include:

- Re-entry Program
- Education & Employment
- Bright Futures

### **Qualifications**

- Good organizational skills, ability to prioritize, and multitask
- Ability to work both independently and as a team player
- Good interpersonal communication skills
- Good judgment, role model, mature, positive, and critical thinking

### **Requirements**

- Minimum age: 21
- Pass background check with Probation
- Submit negative TB skin test results

- Commit to a minimum of one year of service
- Must abide by dress code and agency policies

### **New Volunteer/Intern Orientation Meetings**

November 3<sup>rd</sup> and 17<sup>th</sup>, 2021 - Join us for an informational meeting about volunteering/interning with Focus Forward in January 2022! The orientation will be conducted at 5:30pm @ 1974 N Gateway Blvd. Ste 104, Fresno, CA 93272

### **Contact Us!**

3333 E. American Ave  
 Fresno, CA 93725  
 (559) 600-4973  
 Focusforward.org  
 @focusforward559

### **CARE Fresno**

**Mission Statement:** Cultivating hope and healing in under-resourced communities by investing in youth and families through mentoring relationships, neighborhood programs, and local partnerships.

### **Internship Opportunity:**

We are committed to serving our community through mentoring, after-school programs, summer programs, parent connecting, summer camp, field trips, and more. We are looking to bring on 3 interns to help us plan for all of these opportunities that we provide for those we serve. Our interns learn how to cultivate hope and healing in under-resourced communities with us and they leave taking that with them into their careers.

### **Application Directions:**

In order to apply, you can contact our Neighborhood Program Manager, Sam Jordan, by emailing her at [programs@carefresno.org](mailto:programs@carefresno.org). In your email, please include the following :

- Greetings and introduction
- Expression of why you are interested in completing an internship with Care Fresno
  - Attachment of a functional resume

Once an email has been sent, Sam will review emails and resumes and select qualifying applicants for interviews. Details: Care Fresno is a non-profit organization that focuses on cultivating hope and healing in under-resourced neighborhoods of Fresno. There are 7 neighborhoods that Care Fresno serves through after-school programs, summer programs, mentoring opportunities, field trips, parent nights, and much more.

- We are anticipating bringing on 3 interns for the Spring 2022 semester.
- Amount of hours to complete for this opportunity: **80-120 hours**
- Care Fresno hours are Monday through Thursday between the hours of 9am and 2pm. However, hours being completed virtually by the intern can be done at any given time. Weekly or biweekly meetings with the site supervisor will be mandatory and can range from 30 minutes to an hour long depending on the material being discussed. Majorite of hours will be spent volunteering in our afterschool programs which happen Monday- Friday around 3-6pm
- Experience in the following areas is preferred but not required:
  - • Working with youth ages 6-12
  - • Social-emotional intervention skills
  - • Planning events for kids

- • Creating graphics and posing on social media
- Interns will have to pay \$15 to go through a background check and be fully vaccinated. Our whole staff is vaccinated in order to keep the under-resourced communities we serve healthy.
- We are looking to bring on 3 interns this year.
- • 2 interns will work mainly with our Neighborhood Programs Manager working on planning after-school programs, summer programs, summer camp, family nights, and more. They will also be helping volunteer at one of our after school programs. There are many ways to reach your hours.
- • 1 intern will work with our Events and PR Coordinator planning events such as Care Camp, field trips, helping with social media posts, and more. They will also be helping volunteer at one of our after school programs. There are many ways to reach your hours.

**Contact:** Sam Jordan [programs@carefresno.org](mailto:programs@carefresno.org)

### **Esmeralda Soria District 1 Internship**

#### **Paid Internship:**

Councilmember Esmeralda Soria values education and believes that students bring new ideas, new energy and new skills to the workforce. Internships provide valuable work experience directly related to the student's academic field of study. Participants will be given high-level work experience that may prepare them for permanent positions in the workforce.

- Year-Round Intern: This position provides a year-round internship to a full-time student at an accredited high school, college, or university. Proof of enrollment must be submitted. This position requires 18-20 hours of work per week and includes a stipend pay. During a semester or vacation breaks, Council Interns can work more hours than they are normally scheduled to work if available.
- Summer Intern: This position provides students an internship throughout the summer semester/vacation break. The minimum number of hours a Council Intern should be available to work is 18-20 hours per week.

#### **How to Apply:**

Return the following items

1. Complete the Councilmember Esmeralda Soria's Council [Internship Program Application](https://www.fresno.gov/citycouncil/wp-content/uploads/sites/8/2020/11/D1-Internship-Application.pdf) <https://www.fresno.gov/citycouncil/wp-content/uploads/sites/8/2020/11/D1-Internship-Application.pdf>
2. Provide proof of enrollment, including the number of semester units completed and grade point average.
3. Include a letter of interest.
4. Submit 2 References (cannot be a relative).

**Email:** [Terry.Cox@fresno.gov](mailto:Terry.Cox@fresno.gov) (application packet must be sent in PDF)

**Mail:** Attn: Terry Cox — 2600 Fresno Street, Fresno CA 93721

### **Exceptional Parents Unlimited (EPU) Child Development Center Internship**

Serving infants and toddlers ages 18-36 months old.

What can you expect?

1. Experience inclusion in an early childhood care setting.
2. Learn about best practices for working with infants and toddlers.
3. Explore parent engagement and support.

What do you need to apply?

- TB Clearance

- Availability on site between 8:30-1:00pm Mon through Friday (Not to exceed 15 hours per week)
- Be fully vaccinated against COVID-19
- Submit a letter of interest to [mhaaland@epuchildren.org](mailto:mhaaland@epuchildren.org) with your contact information
- Participate in a brief interview

### **Community Regional Medical Center Child Life Internship**

Learning opportunity at Community Regional Medical Center in the Child Life program. This experience is designed as an introductory experience for individuals interested in pursuing a career in child life. Through experiential learning and observation of a Certified Child Life Specialists, students begin to increase their knowledge of basic child life skills related to play, developmental assessment, and integration of child life theory into interventions with infants, children, youth and families. Students will increase their comfort level by interacting with infants, children, youth, and families in a variety of hospital settings, including the pediatric intensive care unit and burn unit. Through these experiences, students will enhance their knowledge of the child life profession and investigate the process of applying child life and developmental theory to practice. Please visit the Child Life Council ([www.childlife.org](http://www.childlife.org)) for more information about the child life profession

The course will be run as a child life practicum and meet all standards and requirements as outlined by the Association of Child Life Professionals.

#### Requirements:

- Applicants must be current Fresno State seniors who will enroll in the CFS193 course.
- Completion of 120 hours. Applicants will complete one weekly 8-hour shift for a minimum of 15 weeks in order to complete the required 120 hours. Shifts typically start between 7 and 8am and end between 3:30 and 4:30pm. Students will work the same hours as their supervising child life specialist. **Applicants must have at least two full weekdays available for scheduling purposes.** Applicants whose schedule is too limited will not be accommodated.
- Applicants should have prior experience working with children and should feel comfortable in a hospital environment. Applicants should be able to demonstrate a solid grasp of child development theory and a basic understanding of the field and purpose of child life.
- Proof of immunizations and flu shot will be mandatory for chosen students prior to their start date.
- 2 step TB test to be completed at CRMC employee health (no charge to student)
- Proof of COVID vaccination or receive vaccination at CRMC vaccination clinic (no charge to student). **\* The Covid vaccine is non-negotiable as a requirement at the site\***
- Chosen students will be required to complete a background check through the hospital, which has a nonrefundable \$35 fee.
- Students will be required to wear scrubs during their shifts and must purchase these out of pocket.
- Students will be fitted for an N95 mask (test to be completed at CRMC and identified mask to be provided for free at the beginning of each shift).

#### How to Apply:

Complete and submit the CRMC Child Life Learning Opportunity Application. If selected for a phone interview you will receive an email from the child life team. One student will be chosen for the Spring 2022 semester.

For questions please email Alexis Castro ([acastro6@communitymedical.org](mailto:acastro6@communitymedical.org))

### **AVID (Clovis West High School)**

AVID's mission is to close the opportunity gap by preparing all students for college readiness and success in a global society. AVID serves students that are in the academic middle, may be first generation, and/or are underrepresented on college campuses. AVID tutors run small group tutorials to help students move to deeper understanding of material by identifying points of confusion and using questioning strategies to allow students to gain insight into their learning.

TWO internship positions are available

Hours:

Mon	10:00-12:00
Wed	10:00-12:00
Thurs	10:00-12:00
Fri	10:00-12:00

Interns will need to complete a 12 hour on-line training, fill out a volunteer form and have a TB test that can be done by our nurse.

**To apply, contact:** Ruth Anderson: [RuthAnderson@clovisusd.k12.ca.us](mailto:RuthAnderson@clovisusd.k12.ca.us)

### **Every Neighborhood Partnership**

**ENP's mission:** To connect churches and other community partners with elementary schools, and equip them to serve through their active presence in every neighborhood.

**ENP's vision:** To see our city holistically engaged, so our schools are supported, children excel, families are healthy and whole, and our communities thrive.

#### **Internship Description:**

Child and Family Science Interns will have the option of assisting in the following areas:

- \*Literacy Mentoring K-2 and/or 3-6: Work in elementary school classrooms providing one on one reading intervention for under-performing students. Learn to teach the Kinder-2nd grade curriculum and/or 3rd-6th grade curriculum.
- After School Read Fresno: Assist at after school reading intervention programs run by fellow Fresno State students. Plan and lead small group reading interventions for under-performing students.
- Saturday Sports: Play and lead games/activities with students on elementary campuses on

Saturday mornings. Coordinate sack lunch creation and distribution across our sites.

- Health and Wellness Engagement: Support our Neighborhood Fitness team with surveying, canvassing, running Women's support groups, Latin Dance Fitness and other health initiatives (bilingual Spanish preferred).
- Curriculum support: Interns will help develop written and video content for literacy mentoring and neighborhood development programs.
- Learning component: All interns will be assigned videos and books from which to learn more about the guiding principles of ENP's work and areas where it can grow. Attend a monthly meeting with other ENP interns to discuss learnings.

\*Literacy Mentoring is the primary role. Most likely all interns will complete at least 1-2 hours per week of Literacy Mentoring in addition to any other roles.

#### **Skills Needed:**

- Ability to communicate with children, parents, and teachers effectively both in-person and via email, phone, text, and virtual platforms as needed.
- Ability to manage different initiatives and students - organized, responsible, and responsive.
- Proactive and creative- sees student needs and works to find/create solutions.

#### **Specific Details about Internship:**

- Hours anticipated: 120

- Times of day are flexible, depending on the assignment.
- Interns will be fingerprinted through Fresno Unified School District at no cost to interns.
- Almost all school site assignments (Literacy Mentoring, Read Fresno, Saturday Sports) require full COVID-19 vaccination.
- Spanish and Hmong speakers are encouraged to apply.
- ENP is accepting a maximum of 15 interns for the Spring 2022 semester.

**To Apply:**

Email your resume and letter of interest to:

Jenessa Hefler / [jenessa@everyneighborhood.org](mailto:jenessa@everyneighborhood.org) / (559) 363-9111 (cell) 2044 E Nees Ave, Fresno, CA 93720

**Wayfinders**

Wayfinders at Fresno State is a two-year post-secondary transition program for students with intellectual disabilities between the ages of 18 – 28. The goal of the program is to teach students valuable independent living skills in a peer appropriate setting. Our students were live at the Palazzo Apartments close to campus. Interns will have a choice to work in 1 or more of the following areas (domains):

- Residential Skills
- Vocational Skills
- Academic Coaching
- Social Interaction
- Case Management

Interested applicants can email the director Shail Lopez-Ortiz at [slopezortiz@csufresno.edu](mailto:slopezortiz@csufresno.edu) or call her cell at 559-241-9362. Applicants will be asked to fill out an application form prior to interviewing.

Applicants interested in Wayfinders can gain an array of experience working in 1 or more domains. Applicants must have a passion for working with students with intellectual disabilities. They must genuinely be interested in helping and serving our students, helping them gain the skills to become productive citizens of our community.

Wayfinders internships will involve 120 hours. All hours will be in person. We operate from 8 am – 6 pm, 7 days a week.

For information on our program please visit our website

at: <http://fresnostate.edu/kremen/about/centers-projects/wayfinders/>

**The Children’s Movement**

**Position:** Community Organizing Intern

**Description:** The Children’s Movement (TCM) Community Organizing intern will work with TCM Community Organizing staff to support movement events, the Resident Engagement & Advocacy Program, which includes supporting a Residents Council made up of resident leaders from across Fresno County, all with the goal of developing community leaders to impact policies related to childhood well-being in our community. Our work will focus on a broad range of issue areas selected by the resident leaders themselves, and are either directly or indirectly related to childhood health, wellness and education in Fresno County. Activities may include:

- Supporting movement events (either virtual or in-person)
- Engaging in 1:1 and small group conversations with Residents related to issue organizing and advocacy
- Assisting with our social media and online outreach efforts with ideas and design
- Helping strengthen our survey data collection and analysis efforts

**Requirements:** Interns must be willing and able to work in-person and/or virtually, depending on the circumstances of each meeting. This means having access to reliable internet and a laptop. This internship may require conducting outreach, in the form of emails, text messages, telephone calls, or face-to-face meetings with Fresno County residents who are involved in the project. TCM is a new, growing and fast-paced work environment- successful interns will be flexible, creative and take initiative in bringing ideas to the table and, if accepted and approved, be willing to help make those ideas come to fruition. Above all, interns must be passionate about community engagement, organizing, and building community power for the benefit of Fresno children.

**How to Apply:** Interested applicants should email Michael Espinoza, TCM Director at [mike@tcmfresno.org](mailto:mike@tcmfresno.org). In addition to your contact information and most updated resume, please share 250 words explaining your interest in community organizing around children's issues. Mike will schedule an interview with interested candidates.

**About TCM:** The Children's Movement is a network of residents from diverse backgrounds and places working together to improve outcomes for children by championing policies that advance equity and justice across Fresno County. Equity means an institutional commitment to support the children and families whose needs are greatest; Justice means a community commitment to eliminate structural inequalities and right historical wrongs.

We accomplish this by engaging in relationship building and deliberative dialog among trusted and credible leaders who are vertically aligned around a belief that we can achieve more by working together.

For more information, check out our website: [www.tcmfresno.org](http://www.tcmfresno.org). To learn more about our Residents Council feel free to watch this video: <https://youtu.be/-jmn-F1wbm8>

### **Marjaree Mason Center**

Marjaree Mason Center internships are offered for the following educational areas: Human Services, Social Work, MFT/MSW, Victimology, Criminology, and Child Services. All internships are unpaid.

### **Internship Requirements:**

A volunteer application must be completed. Here is the link to download the application: [https://apricot.socialsolutions.com/auth/autologin/org\\_id/21110/hash/4d717dfbf06cb4a5deb7b12620d48b271b169db1](https://apricot.socialsolutions.com/auth/autologin/org_id/21110/hash/4d717dfbf06cb4a5deb7b12620d48b271b169db1)

A copy of student's resume must be submitted through this link: <https://mmcenter.org/careers/apply-online>

An interview with the coordinator is required following review of the application and resume. You will be contacted to coordinate.

Successful passing of a background check (Live Scan), drug test and tuberculosis test.

Demonstrate the ability to maintain confidentiality.

The internship coordinator will then reach out to you directly. Thank you!

### **FresnoBarrios Unidos**

(information forthcoming)

Contact: Angelica Garcia [Angelica\\_Garcia@fresnobarríosunidos.org](mailto:Angelica_Garcia@fresnobarríosunidos.org)

4403 E. Tulare Avenue

Fresno, CA 93702

Office: 559.453.9662 Ext. 115

[www.fresnobarríosunidos.org](http://www.fresnobarríosunidos.org)



## **Reading and Beyond**

### ***Preschool Internships (2 available)***

Reading and Beyond operates two full-day state-funded preschools open to children ages 3-5 of low-income families. Focused on the development of the whole child, our kindergarten readiness curricula help children develop motor, reading, writing, and social skills through activities that are age-appropriate, challenging, and engaging.

**ROLES & RESPONSIBILITIES:** (The information listed below is meant to serve as a sample of job duties and responsibilities. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.)

- 1) Assist with activities indoor and outdoor and will participate in physical activities with the preschoolers
- 2) Read to preschoolers, and provide one-on-one attention
- 3) Provide kitchen help (i.e. wipe down kitchen area, washing dishes, etc.)
- 4) Attend to the basic needs of preschoolers and be involved with activity preparation
- 5) Other related tasks, as assigned by Preschool Site Supervisor or Lead Teacher

### **REQUIRED QUALIFICATIONS:**

- 1) Desire to work in the field of education
- 2) Desire to help and work with students
- 3) Have a positive attitude and have a mentorship mindset
- 4) Must have good attendance, be patient, and have an engaging personality.
- 5) Immunizations Required: Influenza, pertussis (Whooping Cough), and Measles
- 6) Pass TB test and Livescans fingerprint clearance
- 7) Provide proof of COVID-19 Vaccination

### **COVID-19 PRECAUTIONS:**

- ❖ Personal protective equipment (facemask) required
- ❖ Temperature and COVID-19 self-screenings required
- ❖ COVID -19 guidelines in place
- ❖ Sanitizing, disinfecting, or cleaning procedures in place

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The volunteer must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### ***Tutor Internship (1 available)***

Reading and Beyond's After School Program provides engaging and interactive learning activities for children at the community site. Assisting academically at-risk students to perform better in school by providing after-school tutoring. Specifically, Tutor Intern will be working with

small to large groups of Kindergarten through Sixth Grade students to improve their reading level, complete homework, and participate in enrichment activities.

**ROLES & RESPONSIBILITIES:** (The information listed below is meant to serve as a sample of job duties and responsibilities. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.)

- 1) One-on-one reading or reading with a group of 2 to 5 students per hour and/or session
  - a. Assist students in improving their reading skills by one grade level by the end of six months to one year
- 2) Provide homework assistance and provide assistance with the enrichment activities.
- 3) Follow lesson plans and/or develop individualized activities for struggling students
- 4) Complete student logs and other paperwork on attendance and student progress
- 5) Other related tasks, as assigned by After School Site Coordinator

**REQUIRED QUALIFICATIONS:**

- 1) Desire to work in the field of education
- 2) Desire to help and work with students
- 3) Have a positive attitude and have a mentorship mindset
- 4) Must have good attendance, be patient, and have an engaging personality.
- 5) Pass TB test and Livescans fingerprint clearance
- 6) Provide proof of COVID-19 Vaccination

**COVID-19 PRECAUTIONS:**

- ❖ Personal protective equipment (facemask) required
- ❖ Temperature and COVID-19 self-screenings required
- ❖ COVID -19 guidelines in place
- ❖ Sanitizing, disinfecting, or cleaning procedures in place

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The volunteer must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**To apply: Email resume and cover letter to Yeng Her, [yher@readingandbeyond.org](mailto:yher@readingandbeyond.org)  
559-342-8619**

**Children's Service Network (CSN)**

"Improving the Quality of Care for Children in the Central Valley"

**Job Title:** Parent Engagement Assistant

**Purpose:** To assist the Parent Engagement Coordinator in building, sustaining and expanding an active Parent Voices Chapter; and the Family Child Care Home Education Network. Parents

will become strong effective advocates for their children's needs through regular participation in regular monthly meetings, special training and statewide events.

**Location:** The Assistant will be mainly working from Central Valley Children's Services Network.

**Key Responsibilities:**

- Participate and /or attend Parent Voices child care advocacy events: Knowledge is Power in Fresno (March) and Stand for Children Day in Sacramento (May).
- Participate and /or assist in advocacy actions: letter writing campaign, making calls to legislators, press conference or local legislative visits.
- Prepare and conduct Two (2) trainings for parents at a Parent Voices meeting and for parents in the Family Child Care Education Network (student may choose topics).
- Assist with preparing and tallying annual parent survey.
- Make appointments with legislators, call parents, prepare packets for meetings, prep meeting room.
- Assist as needed in organizing a fundraising event by soliciting donations via telephone and/or mail and keeping track of incoming donations.
- Assist in preparing and tallying an annual parent needs assessment.

**Qualifications:** Early Childhood Education, Social Work, Sociology, Marketing majors; Bi-lingual Spanish preferred.

**Time Commitment:** Minimum of 6 hours per week (M, T, W, Th, or F) of which 3 hours will be on third Friday from 5:30pm to 8:30pm (\*Week of evening hours may vary if conflict of schedule may arise).

**Support Training:** Parent Engagement Coordinator will be available to train and be of support to assistant.

**Dress Code:** Business casual

**Requirements:**

- Will need to comply with CDC and Central Valley Children's Services Network Health requirements
- Complete CSN application
- Possess health insurance and liability insurance through CSUF

**Contact:** Lou Hernandez [louh@cvcsn.org](mailto:louh@cvcsn.org) for information about the application and orientation process.

**Central California Legal Services (CCLS)**

**Description of internship:** For over 50 years, CCLS has provided free civil legal services to low-income individuals in Fresno, Tulare, Kings, Merced, Mariposa and Tuolumne Counties—a region where intense poverty exists side by side with unparalleled wealth and abundance. We work to improve the wellbeing of the Valley's most vulnerable residents through systems-changing advocacy, client education, and legal work that meets individual clients' immediate needs. We also work closely with agencies and community organizations that share our commitment to support our clients in being their own agents of change.

CCLS regularly offers volunteer internships to undergraduate students through our Pro Bono Program (PBP). The mission of the CCLS Pro Bono Program is to improve the quality of life of low-income residents of the Central Valley by ensuring ready access to a panel of skilled volunteer attorneys to resolve serious legal problems. Interns will work with one of our substantive legal teams: Housing; Health; Family and Immigration; and Consumers, Seniors and Public Benefits.

Interns will work closely with our staff attorneys, paralegals, and legal secretaries on client-serving projects. Interns may work directly with CCLS clients, and may also work on outreach, legal clinics, research, and other important projects. CCLS' dual goals for internships are to provide a meaningful, hands-on experience, ideally in a client-serving role, that contributes to the success of CCLS' mission.

Start dates, end dates, and schedules are flexible. CCLS' physical offices are still closed to the general public and most CCLS employees are working remotely. For Spring 2022, all of our internships will be remote; Summer 2022 is undecided. Interns will use their own technology hardware to connect to CCLS through Amazon Workstations. Interns will be jointly supervised by substantive team members and PBP's staff attorney.

**Directions on how to apply:**

Contact the Pro Bono Program, at (559) 570-1200 or [probono@centralcallegal.org](mailto:probono@centralcallegal.org).

**Specific details about the internship:**

The number of hours are flexible based upon the needs of the individual student and the substantive team or legal clinic they choose to volunteer with. No specific experience or skills are necessary. Interns are not required to supply or pay for anything, but they must have basic technology hardware (i.e., laptop computer). CCLS-owned laptops may be available upon request. The number of internships available depends on the substantive teams' staffing needs and availability. Most likely, one or two internships will be available. Monthly legal clinics will be available to all students.

**Kings County Action Organization**

**IPSS VOLUNTEER/ INTERNSHIP DUTIES STATEMENT**

1. Barbara Saville Shelter (Actually location is confidential until intern starts)  
1130 North 11<sup>th</sup> Ave  
Hanford, CA 93230

2. **POSITION TITLE:** Volunteer/Intern Advocate

**IMMEDIATE SUPERVISOR:** Intervention, Prevention and Supportive Service Director

**General Statement of Responsibility**

Under the direct supervision of the Intervention, Prevention and Supportive Service Director, volunteers/interns may assist with providing advocacy for families and individuals participating in IPSS projects, including: Domestic Violence Assistance Program, Rape Crisis Program, XC County Victim Services (Human Trafficking and Elder Abuse), HUD Housing Projects, and Cal Learn.

**Example of Duties**

- Interview families entering the BSWs to assess the level of family and individual functioning and make appropriate referrals to community agencies and organizations for support services.
- Assisting the Legal Advocates with Temporary Restraining Orders and court accompaniment.
- Assisting IPSS staff with outreach activities
- Assisting Cal Learn Case Managers with activities related to pregnant and parenting teenagers.
- Assisting HUD Case Managers with activities related to housing and homelessness.
- Provide assistance to "special needs" families requiring services, such as translation (English/Spanish), crisis counseling for families and individuals experiencing acute

domestic violence trauma, sexual assault, human trafficking, elder abuse, and teen parenting.

- Assists with developing individualized goal plans for each family or individual that includes specific goals, objectives, and action steps to be achieved over the short term.
- Assist with monitoring implementation of the family or individual goal plan through weekly meetings.
- Interprets and enforces applicable KCAO and IPSS policies, rules and regulations to clients.
- May assist with preparing and maintaining case records, reports and answering correspondence.
- May assist with providing direct services such as peer counseling, information and referrals, and advocacy as needed.
- May assist with answering crisis calls and helping client's access appropriate services.
- May attend professional training and meetings, as requested.
- May attend department staff meetings, as requested.
- Notify clients of community events pertinent to their individual case plan.
- Provide resource and referral information to shelter clients.
- Perform other duties as assigned.

#### **Education/Experience**

Enrollment in an accredited college or university and active participation in an approved academic program.

#### **Desired Qualifications & Requirements**

- Knowledge of and sensitivity to issues and needs of battered women/children.
- Knowledge and experience accessing community resources such as permanent housing, health care, public assistance, job training and others.
- Experience facilitating group activities required.
- Excellent verbal and written communication skills.
- Proficient in public speaking.
- Bilingual (Spanish speaking) required.
- Must have understanding of and sensitivity to cultural, economic and language differences.

#### **Other Requirements**

- Reliable, insured transportation and valid California Driver's License.
- Must be able to meet KCAO requirements that include:
  - Fingerprint clearance with child abuse index.
  - TB clearance.
  - Home telephone.
  - Complete 40-hour domestic violence certification desirable.
  - Shelter open 7 days a week, 24 hours a day.

### **3. How to Apply**

- Follow the instructions on our website. [Volunteer — KCAO](#)
- Contact Savino Perico, [sperico@kcao.org](mailto:sperico@kcao.org) or (559) 415-7213

#### **West Fresno Family Resource Center (WFFRC)**

##### **Program Associate - 120 hours**

West Fresno Family Resource Center (WFFRC) is committed to the mission of "empowering and supporting the southwest Fresno community to achieve optimal health and well-

being.” Gain knowledge and experience in: understanding how to work with high-risk children and families; strengthen partnerships with community-based organizations, agencies, local schools through youth, family and human services provided to clients; increase knowledge of evidence-based youth and family programming that focuses on at-risk youth, psychosocial support; parental engagement; and contributes to community development opportunities.

**Knowledge to be gained through this internship:**

Selected candidates will provide support in the coordination, implementation and evaluation of community health, wellness promotion, and family strengthening programs, while also gaining generalist experience in the field.

**Skills to be developed through this internship:**

Receive professional mentoring that will provide you the opportunity to gain professional skills while enhancing your marketability upon graduation. Enhance your resume and career-related experience including the following:

—Become more knowledgeable about general work functions in community health and family strengthening programs such as operations, marketing, communications, resource development (grant writing), research, advocacy; and program design.

—Learn career-related skills in: needs assessments; child and youth development; program development; public speaking; health promotion; health enrollment and CalFresh enrollment; case management notes; creating marketing and promotional materials; conducting outreach; developing, coordinating and presenting virtual educational topics/materials; assisting in coordination of virtual women's support group; researching and preparing age-appropriate learning/play activities for children and youth; gathering information and preparing reports; and researching funding opportunities.

**Qualifications for the Internship:**

Ability to devote at least 10 hours per week; Demonstrated, professional interest in working with neighborhood-based, grassroots organization; Ability and willingness to be culturally sensitive and appropriate; Experience working with diverse populations; Ability to work within a team context; Self-motivated and takes initiative; Exhibits basic office and general computer proficiency including Word, Excel, Access, PowerPoint and Google Docs; Strong organizational, oral and written communication skills; Community health and human services knowledge helpful; Background check required (Live Scan) at student's expense; Perform related duties as assigned.

**Examples of supervised program tasks:**

**Objective #1: Host up to 12 empowerment sessions to reach (30) low-income, minority women of child-bearing age.**

Activity #1: Develop and administer culturally relevant empowerment and educational sessions on issues impacting the population: reproductive health, mental wellness, parenting resources, emergency preparedness, etc.

Activity #2: Promote and register participants in empowerment activities.

Activity #3: Track participation and attendance

**Outcomes: Tracked** attendance/participation in monthly group sessions.

**Objective #2: Provide material items (e.g., diapers, wipes, baby formula, sanitizing and cleaning supplies, face mask, PPE), for up to (50) low-income, minority women of childbearing age residing in Southwest Fresno.**

Activity #1: Identify participants' material needs from administered survey; attendance and participation in maternal health, reproductive health, support groups and other wellness activities.

Activity #2: Secure material items.

Activity #3: Dispense material items to program participants based on attendance/participation in program activities, etc.

**Outcome Measures:** # of types of support and services received

**Objective #3: Conduct program promotion and outreach.**

Activity #1: Develop culturally appropriate promotion and outreach materials

Activity #2: Administer communication materials – newsletter, Social Media, outreach events.

**Outcome Measures:** # of outreach materials developed and administered.

Two (2) positions available. Days & hours of availability during the work week including:

- 1). Mondays: 11am – 3pm
- 2) Wednesdays: 3pm-7pm (6-7pm, virtual support group)
- 3) Thursdays: 11am – 3pm

This internship will be in-person. Interns will complete most hours in-person.

**To apply:**

Email resume & cover letter to Janice Mathurin, Program Manager at [jmathurin@wfresnofrc.org](mailto:jmathurin@wfresnofrc.org) by **November 23th**.

Include in subject line, "Program Associate Position." Candidate(s) to be interviewed and selected by December 1, 2021.

**CFS 193I Research Internship Opportunities**

Research internship opportunities enable students to work closely with a faculty member to gain research skills and experience.

Research internships may be of interest to students who are considering graduate school, jobs in research, or faculty careers in junior colleges or universities, or to those who would like to build their understandings of research involving children or families.

**Research Assistantship Internship with Dr. Billen**

Dr. Billen is seeking two (2) qualified interns to assist on a research project examining how family scientists have been measuring parenting in recent years. In this unpaid internship, students will work as research assistants (RA) and will be responsible for the following duties: learning about content analysis procedures; reading and coding empirical research articles; assisting in manuscript and conference submission preparation; and attending weekly research lab meetings (CFS 192). By participating in this internship, students will develop and improve their skills in research, writing, and collaboration. In addition, students will contribute to the field of family science by examining and evaluating research on parenting and offering recommendations for future research. The internship can flexibly be offered in-person and virtually and will account for 120 internship hours during the Spring 2022 semester.

Applicants must be interested in research on parenting and have a basic understanding of research methodology. Preference will be given to students who have passed CFS 153, CFS 135, and CFS 130W with an A or a B. In addition, students must be organized, reliable, conscientious, and enthusiastic about research.

**To apply:** Please send a letter of intent to Dr. Billen via email ([rbillen@csufresno.edu](mailto:rbillen@csufresno.edu)) by Monday, November 30, 2021. In this letter, please explain why you are interested and qualified to work as an RA on this project. You may also ask one of your instructors to send me a letter of

recommendation (via email) on your behalf, if you wish. In the subject line, please include "Spring 2022 CFS 193 Research Assistant Internship Opportunity."