



# Internship Application

2018

## About Us

Stonewall Youth is an organization of youth, activists, and allies that empowers lesbian, gay, bisexual, trans, queer, questioning, intersex, and asexual (LGBTQQIA) youth to speak for themselves, educate their communities, and support each other. Stonewall Youth seeks motivated, independent interns. We appreciate folks with a strong social justice analysis who want to continue to build these skills with us. We support the development of strong leaders that are invested in building community and working towards dismantling inequitable power systems.

## Please return this form to:

[info@stonewallyouth.org](mailto:info@stonewallyouth.org)

*Or mail to:*

P.O. Box 7383

Olympia, WA 98507

*For any questions feel free to e-mail us or call us at:*

(360) 842 - 7884

# Internship Positions

## Program Internship -

Program interns will work closely with youth participants and the staff collective to staff drop in hours. **Tasks will include:** creating workshops, creating regular programming, interacting one on one and with groups of youth participants, daily cleaning, buying and delivering food to Stonewall (with our food donors/money), supporting and encouraging youth leadership, creation and projects. *An ideal program support intern* will be highly self motivated, willing to take direction and criticism, have a solid understanding of systems of oppression and how not to duplicate them, commit to trainings, be willing to attend staff meetings. Please check our drop in times before committing to this position. Drop in hours consist of a total of 9 hours a week plus a 2 hour staff meeting and a 2 hour time period for support group (that is not open to program interns), so consider this before creating your internship as well. We highly encourage collaborative work when there are multiple program interns, and as such, figuring in meeting hours outside of Stonewall can also factor into your credit hours.

*(1-3 positions total) (12 hours/week, 6 month commitment preferred)*

## Administrative Internship -

Administrative interns will support staff with a variety of admin duties and will generally not interact with youth participants as much. **Tasks include:** checking e-mails from multiple accounts and forwarding them to the necessary people, supporting staff with financial tasks, archiving, filing work, organizing resources, updating resources, ensuring data is up to date, updating forms, and more. The ideal administrative intern is self motivated, willing to work outside of Stonewall, commit to trainings, have a solid understanding of systems of oppression and how not to duplicate them, and be willing to attend staff meetings regularly.

*(1 position total) (5 hours/week)*

## Social Media Internship -

Social media interns will interact primarily with staff, but may also interact with youth in order to best update social media outlets. **Tasks include:** posting daily (or often) on facebook and other platforms (as available or if you choose to create them), post reminders about drop ins, events, and workshops, find videos to share to those media outlets, create media for Stonewall to use (i.e. videos, memes, posters, etc.) Ideal social media volunteers will solid understanding and practice of not duplicating systems of oppression (especially in regards to language), have a solid awareness of source material and willingness to research before posting, has a good working knowledge of popular social media apps and sites, willing to work outside of Stonewall, commit to trainings, and is an effective communicator.

*(1 position total) (5 hours/week)*

## Event Internship -

Event interns will be solely dedicated to getting a major event up and running and will thus be only necessary to Stonewall on occasion. It is a rare position to open up as we only have 1 or 2 major events per year. That being said, if you have a major event (involving fundraising) that you would like to propose, we are more than willing to hear it! Please suggest any event and staff will discuss it. Event interns will also work more closely with the staff collective, but will meet with youth participants occasionally as well/as needed/as desired. **Tasks include:** creating the event (if there is not one already in process or if you have an idea already), support larger events that are being put on by Stonewall, attend planning meetings for said event(s), work on procurement of items, sponsors, and donors, help advertise for the event, tap into networks to spread the word, run errands close to the event time for supplies such as food, decorations, etc., attend the event and provide information to guests, come for set up and break down. Some examples of events you may want to create could be music festivals, pride events, galas, donor/volunteer/community appreciation events, etc!

*(1 position total) (Hours per week and commitment vary depending on event)*

## Fundraising Internship -

Fundraising interns will generally work closely with the staff but may also interact with youth participants as needed. As the title suggests, fundraising interns will be dedicated solely to fundraising for Stonewall. This can mean creating fundraising events, bake sales, shows, contacting donors, finding new donors, creating donor networks, writing grants, etc. **Tasks include:** creating fundraising events or campaigns, apply to and/or write small or large scale grants, meet up with and talk to funders/donors, host facebook and other social media fundraising campaigns, locate and gain support of new donors, get community involved and invested in fundraising. Ideal fundraising interns are highly self motivated and regulated, outgoing and willing to take charge on projects, are in tune with and connected to local community, have a solid understanding of systems of oppression and how not to duplicate them, can commit to trainings, commit to meeting and communicating with staff.

*(1-2 total positions) (8 hours/week, 3 month commitment preferred)*

## Music Internship -

Music interns will work closely with youth participants and staff to create on going music programming. Our music drop ins are generally one day a week (Mondays) so make sure to account for that when applying for credit internships. **Tasks include:** supporting music staff for music drop ins, create/plan workshop related to music, teach or lead workshops on instruments/voice, bring in local community to teach/lead workshops, create events in coordination with music staff for youth participants and community, organize and catalog music equipment, help plan physical space within Stonewall for music, daily cleaning. Ideal music interns would have a strong knowledge of music and potentially also the music community in the area, be willing to commit to training, have a solid understanding of systems of oppression and how not to duplicate them, commit to meeting and communicating with full staff collective.

*(1 total position) (4 hours/week, 3 month commitment preferred)*

## Outreach Internship -

Outreach interns will work primarily outside of Stonewall but may observe and interact with the space in order to best represent Stonewall in the community.

**Tasks include:** reaching out to school and other youth centered facilities via e-mail, phone, etc. using our database or your own knowledge, visiting schools and other facilities, centering QTPOC youth in the area when visiting a place, providing information to youth centered spaces about Stonewall and our programs that people can plug into, hang fliers about our programs and space at various outreach points, table at events (including but not limited to: internship fairs, volunteer fairs, L&I donor fairs, shows, etc.), spreading the word. Ideal outreach interns would have a strong personal knowledge of intersecting identities especially as they pertain to current youth in the three counties we serve, strong sense of self motivation, good communication skills, solid understanding of systems of oppression and how not to duplicate them, commitment to training, commitment to staff meetings and communication with staff.

*(1-3 total positions) (6 hours/week, 6 month commitment preferred)*

## Support Group Internship -

Support Group interns will work closely with youth participants in one of our core programs. Due to the sensitive nature of this work, we require at least a month of staffing drop ins via program support before shadowing for a minimum of 3 support group sessions. After the previous has been achieved, we may transition you to facilitating support group with a staff present. Depending on your length of time with us, the position may evolve further. With the above in consideration, we strongly suggest at least a 1 year commitment for this type of internship. **Tasks include:** previously stated requirements (see program internship for details), after requirements met: bi-weekly facilitation, debrief with staff (during staff meeting or at a different discussed time), recording of participant data, facilitation of discussion, support, and feedback. Ideal support group interns would have a background in or would be currently studying (perhaps for the internship) psychology/psychiatry, social work, or other types of humanities related to supporting difficult situations (often where trauma is involved as well), have great

communication skills and be willing to communicate with staff, be committed for a long period of time.

*(1-2 total positions) (8 hours/week, 6 month commitment preferred)*

## ***Applicant Information***

*Preferred  
Name/  
Pronoun:*

\_\_\_\_\_

<i>First</i>	<i>Last</i>	<i>Pronoun</i>
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*Address:*

\_\_\_\_\_

<i>Street Address</i>	<i>Apartment/Unit #</i>
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\_\_\_\_\_

<i>City</i>	<i>State</i>	<i>ZIP Code</i>
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*Home Phone:*

(     )

*Hours Per Week  
Requested:*

\_\_\_\_\_

*Position  
Applied for:*

\_\_\_\_\_

*E-mail:*

\_\_\_\_\_

## ***Voluntary Information***

*These questions are optional. We ask them because we strive to foster and celebrate a diverse pool of volunteers that reflects the many identities and experiences of LGBTQQIA youth in our community.*

***Race/Ethnicity*** \_\_\_\_\_

***Gender*** \_\_\_\_\_ ***Sexuality*** \_\_\_\_\_

*What is the best way to contact you? Email \_\_\_ Phone \_\_\_*

*Would you like to be on our mailing list if you aren't already? Yes \_\_\_ No \_\_\_*

*We run background checks on all Volunteers, Interns and Staff. If you have any questions about background checks, or are undocumented please contact Staff and we will work with you.*

**I understand that Stonewall Youth will review all intern applications and will only place qualified applicants. Falsification of information is reason for immediate dismissal. By signing below, I give Stonewall Youth permission to request a criminal background check.**

*Date of Birth* \_\_\_ / \_\_\_ / \_\_\_ *Driver's License/State ID #* \_\_\_\_\_

\_\_\_\_\_  
*Legal Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**We prefer interns to make a year long commitment to allow us to maximize our growth together. (Time preferred varies on position as well. Successful interns are welcome to stay on as volunteers!) Please specify the length of your desired internship and how many hours per week you want to intern for Stonewall Youth.**

Please indicate your availability in the table below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

*Start date:* \_\_\_\_\_ *End date:* \_\_\_\_\_

*Please keep in mind that our Drop In hours are:*

**Monday 4pm to 7pm, Wednesday 3pm to 5pm, and Friday 4pm to 8pm**

**Support Group: Wednesday 5pm to 7pm**

*Be aware of these times when applying for your internships in regards to your required hours for credits, etc. We also have staff meetings that we request interns attend as well; 2 hours a week.*

**On a separate piece of paper (or within at least 1-2 paragraphs, more if desired) - please answer the following questions in as much detail as possible.**

- ★ *Why are you interested in interning at Stonewall Youth?*
- ★ *What qualities and skills would you bring to Stonewall Youth in this internship?*

*Do you have experience working on the tasks described in the job description?*

★ *In what areas do you feel you will need more support to build skills?*

★ *What would you like to get out of interning for Stonewall?*

★ *Stonewall Youth are working toward queer youth liberation. We use an intersectional analysis -bringing all of our many identities to the table. What is your experience/commitment working on, or need for training in the following areas: undoing racism, challenging homophobia, trans competency, (dis)ability awareness, youth leadership/anti-ageism, ending sexism, understanding class oppression.*

## **Notes on Confidentiality**

**Stonewall Youth works to make our organization a safe place for youth to come and be their full selves. We are currently in the process of redrafting our confidentiality policy, which we have every volunteer sign when they become a part of our organization. However, here are some guidelines for confidentiality at Stonewall Youth to take note of.**

- **In public spaces, we ask volunteers/staff not to acknowledge youth unless they acknowledge you first. This way, we are not “outing” any youth as being Stonewall Youth members. We make youth aware of this guideline and then leave it up to them to decide if they feel comfortable with volunteers and staff saying hello in public.**
- **If someone calls, emails or drops by asking for a certain youth, we will not confirm or deny their past, present or future participation in Stonewall Youth programs.**
- **We ask for consent from the youth in either verbal or written form when taking photos or video during any Stonewall Youth function.**
- **Youth and adult volunteers and staff agree to keep what is said in Support Group confidential. However, youth are aware that staff and adult volunteers are mandated reporters, and if a situation arises where a youth is being harmed or in danger of harming others, we are obligated to report that**

**situation to Child Protective Services if anyone involved is under the age of 18.**

- **All visitors to Stonewall must go through an intake process in either the form of a volunteer application or youth intake form.**

*Our support groups are not open for observation by outside visitors.*

## **Code of Conduct**

1. Paid and unpaid staff, adult volunteers and adult Board Members of Stonewall Youth shall prevent situations where they are alone with an individual youth and cannot be observed by other people. This means taking preventive actions such as leaving the door open to a room or office, or notifying another adult when providing transportation to a youth.
2. Staff and volunteers shall not abuse youth. This includes:
  - Physical abuse--strike, slap, spank, grab or shake
  - Verbal abuse--humiliate, degrade, threaten
  - Sexual abuse--inappropriate touching or verbal exchange
  - Mental abuse--shaming, withholding kindness, cruelty
  - Neglect--withholding food, water, or medical care

Any type of abuse will not be tolerated and may be cause for immediate dismissal and/or further action i.e. notifying the proper authorities.
3. Staff and volunteers will use positive techniques of guidance and encouragement. Physical restraint shall never be used unless to protect the participant or others from harm, and must be documented in writing and reported to a board member or staff.
4. Staff and volunteers will respond to participants with respect and will treat all participants equally regardless of gender, religious affiliation, ethnic/cultural background, sexual orientation, ability, gender identity, class background, etc. All interactions should demonstrate respect for others and will value diversity and acceptance.
5. Staff and volunteers will refrain from conduct that is overtly sexual or has sexual overtones in the presence of participants.
6. Using, possessing, or being under the influence of alcohol or illegal drugs during

Stonewall Youth sponsored events is prohibited.

7. In order to provide positive role modeling for youth, it is inappropriate for staff or volunteers to use excess profanity, make derogatory comments or jokes, share intimate details of one's personal life, or verbally, sexually, or physically harass others.

8. Staff and volunteers will continually work to be positive role models for youth by maintaining an attitude of respect, loyalty, acceptance, patience, courtesy, tact, and maturity.

9. Staff, volunteers, and board members are expected to model healthy behavior and will not participate in any self-harming behavior with youth; i.e. smoking, dieting, etc.

10. Staff and volunteers are not to transport participants in their own vehicles except for Stonewall Youth events, except in extenuating circumstances, which must be approved by a board member in advance.

11. Adult board members, adult volunteers, and paid and unpaid staff are prohibited from engaging in romantic or sexual relationships with youth participants. If this code is violated, the board member, staff or volunteer will be asked to step down from their involvement with Stonewall Youth.

12. Stonewall Youth requires that in the performance of their duties, the board of directors, paid and unpaid staff and volunteers abide by the standards set forth in this agreement.

13. The safety of youth participants is paramount. Board members, paid and unpaid staff and volunteers will maintain the confidentiality of youth participants.

14. As a Stonewall Youth volunteer, staff or board member, you are a mandated reporter in and outside of your volunteer work at Stonewall and are required to report to CPS (Child Protective Services) whenever abuse or neglect has been disclosed, observed or is suspected, or when there is evidence of neglect, knowledge of an incident, or an imminent risk of serious harm. [RCW 26-44-020 \(12\)](#) defines abuse and neglect as injury, sexual abuse, sexual exploitation, negligent treatment or maltreatment of a child by any person under circumstances, which indicate that the child's health, welfare, and safety is harmed. Reporting an incident to a staff or board member is not sufficient. You will need to make the call to CPS yourself and within 12 hrs of the disclosure. Staff will sit with you during this call or be available for support if needed.

I UNDERSTAND THAT VIOLATION OF THIS CODE OF CONDUCT MAY RESULT IN TERMINATION OF MY INVOLVEMENT WITH STONEWALL YOUTH.

Signature: \_\_\_\_\_

Name (please print) : \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Disclosure, pursuant to rcw 43.43.834

**CHILD ABUSE AND ADULT ABUSE INFORMATION ACT**

Answer **YES** or **NO** to each listed item. If the answer is **YES** to any item, explain in the area provided, *indicating the charge or finding, the date, and the court(s) involved.*

1. Have you ever been convicted of any crimes against children or other persons, as follows: aggravated murder; first or second degree murder; first or second degree kidnapping; first, second, or third degree assault; first, second, or third degree rape; first, second, or third degree rape of a child; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined by RCW 26.44.020; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of a child abuse restraining order; child buying or selling; prostitution?

**ANSWER**\_\_\_\_\_ **IF YES, EXPLAIN BELOW:**

2. Have you ever been convicted of crimes relating to the financial exploitation if the victim was a vulnerable adult, as follows: first, second, or third degree theft; first or second-degree robbery; forgery?

**ANSWER**\_\_\_\_\_ **IF YES, EXPLAIN BELOW:**

3. Have you ever been found in any dependency action under RCW 13.34.030(2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

**ANSWER\_\_\_\_\_ IF YES, EXPLAIN BELOW:**

4. Have you ever been found in any domestic relations proceeding under Title26 RCW to have sexually abused or exploited a minor, or to have physically abused any minor?

**ANSWER\_\_\_\_\_ IF YES, EXPLAIN BELOW:**

5. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled person or to have abused or financially exploited a vulnerable adult?

**ANSWER\_\_\_\_\_ IF YES, EXPLAIN BELOW:**

6. Have you ever been found in any protection proceeding under chapter 74.34 RCW, to have abused or financially exploited a vulnerable adult?

**ANSWER\_\_\_\_\_ IF YES, EXPLAIN BELOW:**



