



CITY OF MADISON, INDIANA M.A.I.N. PROGRAM APPLICATION Madison Advanced Intern Network

The Madison, Indiana M.A.I.N. Program:

The goal of the Madison Advanced Intern Network (M.A.I.N.) is to open up the City of Madison and its top-notch nonprofit organizations to highly qualified and passionate service-minded students. This 9-week internship program will provide students and recent graduates with valuable hands-on experience in research, program development, fundraising, community engagement, marketing, volunteer recruitment and nonprofit management.

About Madison, Indiana:

Located on the Ohio River Scenic Byway in Southern Indiana, Madison is truly a quaint "river town" even offering a marina for those visitors traveling by boat. As Charles Kuralt wrote after a visit to Madison, "For me the princess of the rivers is unquestionably Madison. It is the most beautiful river town in America." Besides its history, Madison boasts a thriving community of dedicated business owners, arts and culture groups, and nonprofit organizations.

Employers:

There are six organizations participating in the 2015 Summer M.A.I.N. Program for nonprofit organizations. Each organization will be hosting one intern for the duration of the 9-week program. For those 9-weeks the intern will work at least 40 hours a week, for one of the following organizations. Each organization offers a unique project and job description. You may view each organization's job description below. When applying, please list your first, second, and third choice placement.

1. Big Brothers Big Sisters of Jefferson County
2. Lide White Memorial Boys & Girls Club
3. Jefferson County United Way
4. River Valley Resources, Inc.
5. The Salvation Army of Jefferson County Indiana - Social Service Office
6. Ulster Project of Madison

Although the interns will be working independently at their respective host organization during the work day, there will be opportunities for collaboration and networking. As part of the program, the interns will also partake in volunteer projects, learning work-shops, and create/lead a lecture series.

Graduation Year: _____ GPA: _____

Major area of study: _____

How did you learn about the M.A.I.N. program?

Your Completed Application Should Include the Following:

(Applications are being accepted on a rolling basis and reviewed as received.)

1. Resume
2. One (1) original letters of recommendation from either your current or previous academic institutions and/or current or previous employers.
 - a. Letters of Recommendation should be either emailed or mailed to the Preservation Coordinator (address listed below) directly from the author.
 - b. If emailing, the author of the letter must put in the subject line: "Letter of Recommendation- MAIN Program-name of student applicant."
3. A Personal Statement answering the following questions:
 - Please describe your career plans and explain how being a part of the Madison Advanced Internship Network will help you achieve goals.
 - Please describe how you became interested in your current field of study and why you are pursuing a career in it.
 - What do you hope to achieve working as a M.A.I.N. Intern and what do you believe you can contribute?
4. Writing sample or examples of completed projects (optional).

Top Three Placement Preferences:

1. _____
2. _____
3. _____

Best way to contact you? (Circle one)

Phone _____

Email _____

All questions regarding the M.A.I.N. Program may be directed to:

Julianne Steger- Preservation Coordinator for the City of Madison, IN.

Phone:(812)-274-0283

Email: preservation@madison-in.gov

Applications are being accepted on a rolling basis and reviewed as received.

Please email or mail the complete application and required documents to:

Julianne Steger

preservation@madison-in.gov

Office of Historic Preservation

City of Madison, IN

City Hall

101 W. Main Street

Madison, IN 47250

Madison Advanced Internship Network

Organization Job Description

<p>Organization:</p>  <p>Big Brothers Big Sisters of Jefferson County</p>	<p>Big Brothers Big Sisters of Jefferson County</p>
<p>Organization Overview:</p>	<p>Big Brothers Big Sisters (BBBS) of Jefferson County is a local youth organization that has been matching youth facing adversity with adult volunteers in one-to-one mentoring relationships since March of 1998. We are an affiliate of Big Brothers Big Sisters of America. The adult role models assist the children in reaching his/her potential by providing consistent contact, guidance and friendship.</p>
<p>Internship Job Description:</p>	<p>Designing a Webpage for Big Brothers Big Sisters of Jefferson County.</p> <p>Working with the Executive Director and Board Members design and train staff on maintaining a website for BBBS of Jefferson County. This webpage would cover the ability to recruit new Bigs and Littles, take donations, advertise fundraisers and have links to our satellite agency in Carroll County Kentucky.</p> <p>Other projects would be developing accounts on LinkedIn, Twitter, Facebook , Instagram and other social media sites. Training staff and Board members on how to maintain the accounts and add photos and comments.</p> <p>Additional jobs would be designing banners, flyers, brochures to market BBBS of Jefferson County.</p>
<p>Qualifications:</p>	<p>Must complete and background check prior to starting internship. Works independently with little supervision, writing experience, have a good understanding of how the major social media platforms work. Previous experience with communication and marketing a plus.</p>
<p>Website:</p>	<p>http://www.bbbs.org/</p>

Madison Advanced Internship Network

Organization Job Description

<p>Organization:</p>  <p>LIDE WHITE MEMORIAL BOYS & GIRLS CLUB FAMILY & COMMUNITY CENTER</p>	<p>Lide White Memorial Boys & Girls Club</p>
<p>Organization Overview:</p>	<p>The Lide White Memorial Boys and Girls Club's mission is "To inspire and enable all young people, from all circumstances, to realize their full potential as productive, responsible, and caring citizens."</p> <p>Some of our on-going programs include</p> <ul style="list-style-type: none">▪ tutoring▪ mentoring▪ athletic and academic programs▪ food services▪ janitorial duties▪ STEM (Science, Technology, Engineering, and Math) programming▪ programs that improve and support the emotional, behavioral, and social skill development of members▪ Skills Mastery and Resistance Training Programming (SMART moves)▪ Healthy Habits▪ Project Learn▪ Making a Difference (abstinence program)
<p>Internship Job Description:</p>	<p>The Lide White Memorial Boys and Girls club is looking for an intern to do the following:</p> <p>Plans, organizes, schedules, supervises, and teaches one or more structured and organized sports, recreational, and cultural activities available to groups of children and adults in a variety of programs, including athletics, arts and crafts, dancing, dramatics, music, health and fitness, etc.</p> <p>Provide office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects. Responsible for overseeing the delivery of all program areas within the Club. Plans, develops, and manages program implementation. Supervises program staff and performs other related administrative duties. Serves as a liaison between parents, schools, community groups and Club members. Works in partnership with the Unit Director to ensure that a myriad of pro-social and youth development opportunities are available to all Club members. Provides orientation and goal setting for all Club members.</p> <p>Responsible for the reception area (Front Desk) at the club. Includes the greeting of all guests, answering phone calls, assisting guests with questions regarding the Boys & Girls Club services, entering all members into the computer system and charging for services performed. Knowledge of KidTrax.</p>

	<p>Implement activities provided within a specific core program area such as Education and Career Development, Sports, Fitness & Social Recreation, Character & Leadership, Health & Life Skills, and The Arts</p> <p>Tutor all school ages children in all required school subjects to increase their scores, grades, and attitude towards learning. Mentor <i>as positive role models and mentors, encouraging productive, positive behavior, spending quality time with the children there, and showing genuine concern for their futures.</i></p> <p>Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs, and appearance of the Club at all times. Prepare periodic activity reports.</p>
Qualifications:	<ul style="list-style-type: none"> ▪ Communicate effectively with children, adolescent, and teenagers ▪ Be a team member of LWB&GC ▪ Be self-motivated ▪ Complete assigned tasks ▪ Ability to deal with the general public ▪ Capable of planning and implementing Club programs ▪ Ability to organize and supervise members in a safe and fun environment ▪ Maintain confidentially and professional ethical standards required by State and Federal statutes, and generally accepted for counseling and social work practice.
Website	<p>http://www.lidewhite.com/our-mission.html</p>

Madison Advanced Internship Network

Organization Job Description

<p>Organization:</p>  <p>Jefferson County United Way</p>	<p>Jefferson County United Way</p>
<p>Organization Overview:</p>	<p>“Working together as a community to promote caring and improve lives”</p> <p>The Jefferson County United Way, Incorporated is organized for the purpose of establishing a central bureau to support non-profit programs in Jefferson County financially. Voluntary monetary contributions are collected annually and distributed to non-profit agencies in Jefferson County, Indiana. The Board of Directors determines this distribution annually. Jefferson County United Way also provides various programs in the areas of Financial Stability, Health and Education.</p>
<p>Internship Job Description:</p>	<p>The Jefferson County United Way is looking for an intern that will complete some real-life projects that will be implemented by the organization after they are completed.</p> <p>Possible projects may include:</p> <ul style="list-style-type: none">*Develop updated marketing materials-brochures, video*Create a data base of all local industry and businesses to be used in upcoming financial campaigns*Assist with improving social media and investigate ways to receive online donations*Assist the volunteer 2015 financial Drive Chair by helping establish a Campaign Cabinet, contacting various groups to arrange for the Drive Chair to make presentations; help with Campaign Kickoff, etc.
<p>Qualifications:</p>	<p>Jefferson County United Way seeks an intern who has an interest in communication, marketing, and business contacts – has a working knowledge of social networking sites, videography and Microsoft Publisher & Excel – is independently motivated – has a positive attitude – has excellent communication and time management skills – exhibits an outgoing personality.</p>
<p>Website:</p>	<p>www.jcinitedway.com</p>

Madison Advanced Internship Network

Organization Job Description

<p>Organization:</p>  	<p>River Valley Resources, Inc.</p>
<p>Organization Overview:</p>	<p>The mission of River Valley Resources, Inc. (RVR) is to “develop a competitive workforce through collaboration and innovative services for individuals, employers, and communities.” RVR is a 501 (c)(3) nonprofit organization founded in 1990 to help low-income and disadvantaged Hoosiers obtain and maintain gainful employment. RVR provides programs and services in 14 counties in Southeastern and Central Indiana. Services include: comprehensive case management, job readiness and life skills management, job placement and retention services, adult education and literacy programs (high school equivalency diploma preparation classes and college preparation), and child care voucher eligibility services.</p> <p>River Valley Resources’ Clearinghouse Project is rural southeastern Indiana’s regional, place-based response to Jefferson County and southeastern Indiana’s alarming poverty rates. The Clearinghouse Project began in 2007 and now is a collaboration of over 100 Partners working to provide economic benefit to southeastern Indiana. 240 individuals of all ages volunteer in the building. Of those, nearly 20% are clients receiving assistance.</p> <p>The Clearinghouse, located at 100 E. Second St. in downtown historic Madison is a vibrant building that includes professional offices for 10 nonprofit tenants; classrooms and multi-purpose rooms; a computer lab and an information referral center. The tenants in the Clearinghouse include: Centerstone*; Children’s Advocacy Center of Southeastern Indiana*; Gleaners Food Bank of Indiana – Southern Distribution Center; Jefferson County Community Corrections; Jefferson County House of Hope food pantry, LifeSpring Health Systems*; River Valley Resources; Turning Point; and the United Way of Jefferson County and WorkOne Madison (early, 2015). All tenants, with the exception of the WorkOne, have located in the building. The WorkOne is expected to relocate in early 2015.</p> <p>* denotes satellite offices</p> <p>Rotating service providers in the building include King’s Daughters’ Health; Neighborhood Christian Legal Clinic, Experience Works, and Indiana Vocational Rehabilitation. LifeTime Resources provides public transportation</p>

	<p>to and from the Clearinghouse via their Catch-A-Ride program.</p> <p>Program offerings in the Clearinghouse include: employment and training programs; mental health and counseling services; support groups; domestic violence assistance; housing, utility and emergency assistance; health screenings; court appointed special advocate services; pro bono legal clinic; adult education (High School Equivalency Diploma classes and college preparation classes), basic computer, parenting and workshops on other life skills topics; and material aid in the form of a food pantry.</p>
<p>Internship Job Description:</p>	<p>STATEMENT OF FUNCTION</p> <p>River Valley Resources, Inc., a private, 501c3 nonprofit organization, is offering a summer internship from at our Clearinghouse location, 100 E. Second St., Madison, Indiana. The purpose of this internship will be to develop the strategy and framework for a new program, the Volunteer Income Tax Assistance or VITA program. The purpose of the VITA program is to offer basic income tax preparation assistance for individuals of low to moderate income, individuals with disabilities, non-English speaking taxpayers and the elderly.</p> <p>The Summer Internship position is a full-time, temporary position at River Valley Resources. The Intern will work at least 37.5 hours per week at our Clearinghouse location. Some travel within the county will be required. The Intern will report to the Clearinghouse Project Director.</p> <p>DUTIES</p> <ul style="list-style-type: none"> • Research the steps for establishing and operating a VITA program. This will require independent research on the Internet and may include site visits to organizations in southeastern Indiana that are operating a VITA program. • Develop necessary partnerships with partner organizations that will provide referrals, volunteers or promotional opportunities. Solicit partners for letters of commitment. • Coordinate with RVR's IT Manager to ensure the computer lab at the Clearinghouse location meets all program requirements. • Write an IRS VITA grant to be submitted to the IRS in June. The Clearinghouse Project Director will provide additional support for this activity. • Establish a volunteer recruitment plan, VITA site promotion and volunteer training plan. • Develop a VITA program calendar of service and budget. • Create a plan to incorporate "asset-building hub" activities into the VITA site. Asset-building hub activities

JOB ACTIVITIES

- **Interacting with Computers.** Using computers and computer systems (including hardware and software) to program, set up functions, enter data, or process information.
- **Seeking Information.** Observing, receiving, and otherwise obtaining information from all relevant sources.
- **Updating and using relevant knowledge.** Keeping up-to-date technically and applying new knowledge to your job.
- **Making decisions and solving problems.** Analyzing information and evaluating results to choose the best solution and solve problems.
- **Communicating with persons outside organization.** Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, by telephone or e-mail.
- **Communicating with supervisors, peers, or subordinates.** Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Qualifications:

Drug screening and background check will be conducted upon offer of employment.

Website:

<http://www.rivervalleyresources.com/>

Madison Advanced Internship Network

Organization Job Description

<p>Organization:</p> 	<p>The Salvation Army of Jefferson County Indiana – Social Service Office</p>
<p>Organization Overview:</p>	<p>The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.</p> <p>Social Service Office: The Social Services Office in The Salvation Army is responsible for administering financial and material aid for The Salvation Army. This includes but is not limited to rent and utility assistance, clothing vouchers, food pantry assistance, and seasonal assistance (such as Christmas and Back to School needs).</p>
<p>Internship Job Description:</p>	<p>The Salvation Army in Jefferson County Indiana is seeking a summer intern to help administer social services in a faith based environment. Specifically this intern will assist in implementing our Pathways of Hope program (a social service program designed to address intergenerational poverty), run financial assistance programs during the summer, organize and administer our Tools for School program (back to school assistance), and to prepare The Salvation Army for social services at Christmas time.</p> <p>Job duties may include:</p> <ul style="list-style-type: none">• Directing financial assistance during the summer, including screening calls, intake interviews, meeting with clients, developing improvement plans (in accordance with the Pathway of Hope program), and checking client information and paperwork.• Administering The Salvation Army’s Tools for School Program, including soliciting donations, organizing volunteers, and advertising the event in the community.• Organizing The Salvation Army for Christmas assistance – including recruiting volunteers, contacting outside organizations for help, calendar planning, streamlining processes, and preparing paperwork that will be used at Christmas time.• Participating in staff and community meetings.
<p>Qualifications:</p>	<p>The Salvation Army is seeking an intern who has an interest in human services within a faith based organization. They should be perusing a degree in human services or a related field. The applicant should be comfortable interacting and working with a diverse population. The applicant needs to be able to work independently and with minimal supervision. Before coming to The Salvation Army, the intern should read and have an understanding of</p>

	Ruby Payne's Bridges out of Poverty.
Website	http://www.salvationarmyusa.org/

Madison Advanced Internship Network

Organization Job Description

<p>Organization:</p> 	<p>Ulster Project of Madison PO Box 422 Madison, IN 47250 president@madisonulster.org</p>
<p>Organization Overview:</p>	<p>The Madison Ulster Project is a cross community, church-based organization that hosts teens from Northern Ireland in Madison, IN. During their month stay in July, both American and NI teens work on conflict resolution and leadership skills.</p> <p>The Madison Ulster Project was established in 1998 and started hosting teens from Northern Ireland in 1999. We have hosted 150 teens from Northern Ireland during the last 15 years! During July, the American and Northern Irish teens participate in a whirlwind of activities. The program's core is centered on conflict resolution (called Times of Discovery), service projects, leadership skill building, team and trust building activities, religious services, and FUN! Almost every day in the month is scheduled and the teens fill every open moment with more time spent together bowling or swimming or going to movies, etc. The teens are chaperoned by 4 adult counselors - 2 from Northern Ireland and 2 from the US.</p> <p>The relationships built between the American and Northern Irish teens can last a lifetime, resulting in many American teens visiting Northern Ireland. More importantly, the relationships built between the Catholic and Protestant Northern Irish teens last beyond their time in Madison. Once home, they introduce their UP friends to their school friends, their families become friends and the boundaries between "our side" and "their side" are dropping. Our teens tell of changing attitudes; how it's more common to see "mixed groups" out in town and how it's more acceptable. (It was common to be called a traitor or other names if people of your "group" saw you out with people of the other "group".) But we've found that it's not just about being an agent for change in another country. The American teens have been challenged to think about how they treat people who are different and we have success stories of Ulster alumni standing up to bullies or making efforts to be more inclusive.</p>
<p>Internship Job Description:</p>	<p>The Ulster Project of Madison seeks a summer intern to help with oversight of daily activities, to include ensuring that all details are gathered on events, food, and transportation and works with daily point person to ensure that activities are successfully carried out. The selected intern will also be involved in other projects which include, but are not limited to, assisting with annual dinner auction fundraiser, serving as a member of the Time of Discovery (TOD) team, and other duties as assigned. The Ulster Project is not your typical office environment – in fact, we have no office or physical location! Your daily responsibilities will vary greatly as well as your hours. We expect our</p>

selected intern to work at least 40 hours/week, which will include some evening and weekend activities. As an intern, you are invited to attend any/all scheduled Ulster Project events at no cost to you. *Please see attached calendar from July 2014 as a reference.

ESSENTIAL FUNCTIONS:

1. Coordinate and ensure success of daily activities for teens
2. Willing to work as reasonably directed by outside activity leaders, including Discovery Leaders, Service Project Leaders, and Ulster Project adult volunteers
3. Facilitate good public relations for individuals, agencies, and the community-at-large
4. Be supportive of the volunteers, Ulster Board and its outlined policies in your role as intern
5. Drive vans with teens and counselors to and from Ulster events as needed
6. Keeping track of all contact people for daily events and ensuring thank you cards are sent out at the end of July
7. Provide general organizational assistance to the Board with appropriate written and oral reports
8. Maintain contact with the board in weekly meetings to discuss issues, problems, successes and upcoming activities
9. Maintain contact with the President or Program Chair to obtain monies, tickets, information, etc. for events
10. Other duties as deemed necessary by Board or Committee members

July 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				26 Arrival	27 Opening Ceremony Pool Party @ Hill's BLACKOUT	28 TOD: OPENING RETREAT Catholic Mass 06:00 PM
29 NMCC FAMILY DINNER	30 Auction Projects LEADERSHIP BLACKOUT	1 Ropes Course Optional: Movie in Park  	2 Gymnastics World Talent Practice TOD: CLASSISM	3 Hinkle's Crystal Beach Pool Party @ Stewart's	4 FAMILY WEEKEND	5 FAMILY WEEKEND
6 FAMILY WEEKEND Family Worship	7 Jewel House Lunch: Moose Boys & Girls Club LEADERSHIP	8 Ali Center TOD: RACISM  	9 RSVP Talent Practice 4-H Fair	10 Mega Cavern Lost Sheep Ministries BLACKOUT	11 Underground RR Museum Fair Trade Store Music in the Park  	12 Farmer's Market Explore Madison Auction Dinner
13 Prince of Peace Schafer Picnic 	14 All Kids Can LEADERSHIP BLACKOUT	15 Indy Museum of Art Children's Museum Spaghetti Factory 	16 Habitat Restore Taco Truck Evensong BLACKOUT	17 Cincinnati Water Games BLACKOUT 	18 Islamic Center Jewish Temple Louisville Overnight	19 TOD: SECTARIANISM Shopping
20 First Baptist Church FAMILY DINNER	21 Lunch: American Legion Girls Inc. 	22 Irish Road Bowling Cass Amiga BLACKOUT	23 King's Island BLACKOUT	24 Morning - Paok Bags LEADERSHIP TOD: CLOSING RETREAT	25 TOD: CLOSING RETREAT Closing Ceremony Thanksgiving Dinner	26 Brunch Departure
Notes: Events are color coded: Time of Discovery LEADERSHIP Church Services NI T-Shirt Family Events are Underlined Service Projects Madison T-Shirt Public Events are italicized  BAG LUNCH  SLEEP OVER						

Qualifications:

Sense of personal responsibility, have a commitment to moral leadership/social action
 At least age 21, be in possession of an unrestricted valid driver's license, and have reliable personal transportation
 Strong interpersonal skills as well as written and oral communication skills
 Organizational skills.
 Commitment to the principles of the Ulster Project
 Ability to establish a good working rapport with American and Irish teenagers, parents, community members, and Ulster Project Committee Members
 Able to work collaboratively on a team_

Website:

www.madisonulster.org
www.facebook.com/madisonulster