

Prospective Internship Site Profile
Department of Health Education & Behavior

Location: Fort Lauderdale FL Date: 4/22/14
City State

Agency: FLIPANY (Florida Introduces Physical Activity and Nutrition to Youth)

Contact: Cindy Leung

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What semesters is your agency available to accept interns?

Fall (August – December) Spring (January – April) Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

Normal hours are from 9:30am to 5:30am. However, we sometimes have evening classes or weekend health fair events. We are flexible with the hours. For instance, if an intern has an evening class, they can come in later that day or later the next day to ensure they receive their 40 hours a week.

Is office space available to interns? Yes No Comments

Is a computer available to interns? Yes No 2-3 desktops available; best to bring own laptop
Comments

Does your agency offer paid or non-paid internships? Non-paid Paid (amount): _____

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

An intern in the health education field at FLIPANY will receive a practical experience and apply his or her knowledge, ideas, and skills in a realistic work setting. We are excited to share our expertise while giving the intern the real life experience in the community!

We are able to provide travel reimbursement if funds are available at the time.

List required purchases for interning with your agency (i.e. parking pass, uniform, etc.)

There are no required purchases for interning with FLIPANY.

List the required skills or previous experience necessary for interning with your agency.

For a full list of skills/experience, please see attached form. Key attributes of a strong candidate include but are not limited to:

- 1. Ability to work with low-income, disadvantage populations.*
- 2. Stellar written/verbal skills.*
- 3. Creativity in problem resolution; capacity to work under pressure.*
- 4. Being flexible and willingness to work occasional evening classes and weekend events.*
- 5. Proficiency in MS Office (excel, word, powerpoint, etc.).*
- 6. Ability to manage multiple simultaneous projects.*

Special Requirements (i.e. special application, proof of health insurance, immunization, etc.)

Please note: All interns are required to purchase professional liability coverage for \$1,000,000.

Interns must complete a background screening which will be paid by FLIPANY.

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

For a full list of duties, please see attached form. Intern duties include, but are not limited to:

- 1. Deliver community lectures, presentations and classes.*
- 2. Assist in implementing health/nutrition education lectures in the community.*
- 3. Promote FLIPANY's programs in diverse communities.*
- 4. Assist in grant writing for FLIPANY.*
- 5. Track number of participants served, as well as develop and maintain records on program quality and results.*
- 6. Design health educational materials and powerpoints for different populations FLIPANY works with in the community.*
- 7. Plan and implement health fairs.*
- 8. Research health topics that apply to FLIPANY's services and classes.*
- 9. Conduct assessments with FLIPANY program participants.*
- 10. Train childcare staff on how to make the school environment healthier.*
- 11. To work cooperatively and maintain a positive rapport with FLIPANY staff, board members and volunteers.*
- 12. Maintain all program materials, inventory, procedure guides, and files for the community education programs.*

List any important information about your agency.

FLIPANY's mission is to empower youth and adults through physical activity and nutrition programs while raising awareness and policy changes for healthier communities.

Currently, FLIPANY is working in Broward, Miami-Dade, and Palm Beach Counties delivering nutrition education, physical education, and overall health education to predominately low-income, disadvantaged youth, teens, families, and seniors.

Would you like to be added to the Department's list of approved sites for future interns? Yes No

FOR OFFICE USE ONLY: CONTRACT ON FILE: _____

Approval of Intern Coordinator: M Ward Date: _____

Approval Expiration Date: 5 - 2016



FLIPANY
Florida Introduces Physical Activity and Nutrition to Youth

FLIPANY's mission is to empower youth and adults through physical activity and nutrition programs while raising awareness and policy changes for healthier communities.

Position Title: Health Educator/Nutrition Educator/Physical Activity Educator
Reports To: Program Manager
Position Type: Internship (unpaid)

Position Overview:

The health educator intern works with the Program Manager and nutrition and fitness program staff to provide direct assistance and execution of activities regarding program coordination and implementation of FLIPANY's nutrition education and physical activity programs. This position is key to maintaining quality execution of various program activities ensuring they are delivered in a manner that supports the mission and vision of the overall organization.

The health educator intern is also responsible for assisting with fundraising and administrative duties that support the agency's fundraising and program efforts. This position requires a highly motivated person who has the ability to develop and implement action plans, adhere to realistic timelines, and successfully handle multiple projects and deadlines as well as consistently produce high quality (educational) programs with proven results. Position requires a detail-oriented self-starter capable of working independently in a fast-paced, diverse environment as well as with volunteers and other staff.

Currently, FLIPANY is working in Broward, Miami-Dade, and Palm Beach Counties delivering nutrition education, physical education, and overall health education to predominately low-income, disadvantaged youth, teens, families, and seniors. In addition to direct service teaching for kids and teens, we also train staff working with kids in childcare centers, schools, and afterschool programs how to create a healthy environment for the students they work with everyday.

Intern duties include, but are not limited to:

- Deliver community lectures, presentations and classes including contacting host site coordinators, recruiting volunteers and creating course outlines, powerpoints and handouts. (From taking/making the call to booking the site and class implementation to completing the post class process)
- Assist in implementing health/nutrition education lectures in the community.
- Maintain all program materials, inventory, procedures guides and files for the community education programs.
- Promote organization's programs in diverse communities.

- Assist in grant writing for FLIPANY.
- Track number of participants served, as well as develop and maintain records on program quality and results. (post class reports)
- Develop and update process manuals for the various community programs.
- Develop recruitment and retention plan for all programs including minority participation.
- Establish collaborations with community organizations that would like FLIPANY's services (representing the organization in a positive professional manner).
- Design health educational materials and powerpoints for different populations FLIPANY works with.
- Assist with maintaining and updating the FLIPANY website and Facebook/Twitter page/account.
- Plan and implement health fairs.
- Plan and conduct fitness classes.
- Research health education topics that apply to FLIPANY's services and classes.
- Conduct assessments with FLIPANY program participants.
- Train childcare staff on how to make the school environment healthier.
- To work cooperatively and maintain a positive rapport with FLIPANY staff, board members and volunteers.

From Areas of Responsibilities, Competencies, and Sub-competencies for Health Education Specialists

Area 1:

- Collect, analyze, and interpret data from FLIPANY's nutrition and physical education programs
- Conduct needs assessment around the gaps in the current health education programs and identify potential partners and resources for expanding capacity for health education programs.
- Report assessment findings

Area 2:

- Identify desired outcomes utilizing the needs assessment results
- Design strategies and interventions to achieve those objectives
- Implement those strategies and interventions
- Develop a conducive working environment

Area 3:

- Develop a plan for implementing health education to kids, teens, and adults including a timeline
- Collect baseline data
- Monitor plan implementation
- Plan and deliver training to childcare and afterschool staff regarding health education for their students

Area 4:

- Identify and critique existing data collection instruments
- Design and establish validity of additional data collection instruments
- Collect and analyze data on the programs
- Interpret results of data
- Report on findings to FLIPANY and partnering agencies

Area 5:

- Assist in conducting strategic planning
- Develop volunteer opportunities
- Recruit and manage volunteers on FLIPANY projects

Area 6:

- Obtain and disseminate health-related information during programs and health fairs
- Assess participants' need for assistance

Area 7:

- Design advocacy messages regarding health information for FLIPANY's website and facebook pages
- Attend community meetings about policy level changes
- Participate in advocacy initiatives FLIPANY is a part of

Key Attributes of a Strong Candidate:

- Ability to work with low-income, disadvantaged populations
- Ability and willingness to work occasional evenings and weekends for the purposes of conducting classes and attending community meetings
- Have stellar written communication skills and a comfort with public speaking for diverse audiences
- Capacity to work under pressure, manage multiple projects simultaneously, and meet deadlines
- Commitment to accuracy and excellence
- Ability to represent FLIPANY in a professional manner in the community
- Creativity in problem resolution and an open-mind to new ideas
- Have knowledge of and existing ties to a broad and diverse range of community resources
- A self-starter who can work independently as well as part of FLIPANY's team
- Ability to be flexible and work under tight deadlines
- A positive, can-do attitude
- Proficiency in computer applications, specifically MS Office 2010, Excel, Outlook, Publisher, etc..)
- Ability to update Facebook pages and other social media

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FLIPANY is a Drug Free Workplace and Equal Opportunity Employer