

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

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

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

Provide a comprehensive list of health education internship duties, which will be assigned to your HEB senior intern. Please indicate with NCHEC Responsibility(ies) that align with each duty.

List any important information about your agency.

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Would you like to be added to the Department's list of approved sites for future interns?

Yes

No

FOR OFFICE USE ONLY:

Approval of Department Internship Coordinator: _____



Disaster Cycle Services Internship Overview Fall 2022

Description: Disaster Services Interns help the Red Cross meet the immediate disaster-caused needs of individuals, families, and communities.

Projected Time: Subject to intern availability and program of study requirements. We have a limited capacity for both part-time and full-time fall interns, depending on location.

Internship Benefits:

- Valuable experience working with the most widely recognized humanitarian organization
- Experience working with diverse populations and situations
- Experience working with volunteers
- Develop administrative and office function skills
- Leadership opportunities obtained through group participation and delegation
- Opportunity to learn the various service delivery programs in the community
- Experience in building and managing relationships

Intern Candidate Criteria:

- Ability to work independently and take initiative within established parameters
- Excellent written and verbal communication skills
- Ability to work with paid and volunteer staff in a busy, non-profit service delivery setting
- Proficient in Microsoft Word, Excel, and the Internet
- Valid Florida Driver's License and reliable transportation
- Ability to pass a national background check
- Ability and commitment to handle confidential information
- Complete an exit interview with Disaster Program Manager upon completion of internship
- Understanding of project responsibilities resulting in ability to train replacement if needed

Project Overview:

Full-time interns will be invited to participate in all four of the areas listed below. Part-time interns will be asked to focus on one or two of the areas listed below. Internships will begin with orientation and training in one or more of the functions listed below based on intern interest and area need. Upon completion of training, interns will begin their projects. A weekly plan will be assigned to each intern, but due to the nature of Disaster Services, these plans will be flexible. Each day can be different!

Disaster Action Team and Client Casework:

Home fires and other disasters can occur any time, any place. As a Disaster Action Team member, you'll provide emotional support, financial assistance, and information to help families begin the process of recovery. With experience and further training, you can take on leadership and response coordination roles to have a wider impact. At the same time, you'll be developing skills that you may choose to apply to larger-scale disaster response efforts with the Red Cross.

Sheltering:

Directly supports the sheltering activity for the 2022 (Hurricane) Seasonal Readiness Campaign. This specialized group is trained to respond and operate an evacuation (pre-landfall) hurricane shelter when needed. *Your safety is our primary concern.*

Disaster Workforce Engagement:

- Tasks related to accepting new volunteers, providing orientation, assigning them to a supervisor, and ensuring a successful start to the Red Cross volunteer experience.
- Working with volunteer supervisors and Disaster Program Managers to ensure volunteers are consistently engaged in Red Cross activities.
- Assist with scheduling of classes, research needed courses, contacting instructors, developing training plans, assisting with promotion package verification.
- Data entry, member profile editing, assisting volunteers with system questions, assisting team members with reporting tools

Disaster Preparedness Presentation Team:

Virtual presentations for youth and adults to teach people how to reduce the risk of disaster, prepare to respond effectively, and cope with disasters when they happen. Examples of preparedness work include:

Be Red Cross Ready:

The presentation is designed to teach people how to prepare for and respond appropriately to disasters likely to occur in their community, such as: hurricanes, wildfires, earthquakes, tornadoes, etc.

Prepare with Pedro:

A 30–45 min preparedness program for K-2nd grade students that follows Pedro the Penguin and his friends as they learn how to be prepared and take action during an emergency.

Pillowcase Project:

A 40–60 min presentation for 3rd-5th grade students that covers local hazards, coping skills, and personal and family preparedness through a “Learn, Practice, Share” framework.

Lives Saved Data Verification:

Help us document how many lives our Home Fire Campaign has saved!

Milestones:

Milestone	Description	Delivery Date
Complete preliminary tasks with Supervisor	See intern onboarding checklist	Prior to start date
Complete DCS Intern orientation	Complete onboarding checklist items, Intern orientation, DCS Foundational Courses, and begin activity-specific training	Week 1
Complete required training/ begin hands-on training and shadowing	Activity-specific training continued	Week 2
Project tasks		Weeks 3-10
Mid-term review with Supervisor		Midterm period
Final review with Supervisor		1 week prior to conclusion of term

Supervision:

Direct supervision and management: Disaster Program Manager (Senior DPM if vacant). *Responsibilities: Interviews, Selects, and completes onboarding tasks with interns. Provides guidance, support, and ensures number of interns is not beyond span of control. Ensures intern tasks are appropriately scheduled, based on his/her selected project, number of hours, and school MOU. Also conducts regular meetings with interns,*

including the mid-year and final reviews, to provide and receive feedback about the intern's progress. Indirect, day-to-day supervision may also be provided by volunteer activity coordinator.

Regional DCS Intern Program POC: Regional Disaster Workforce Engagement Manager. *Responsibilities: Develops and Implements strategy for regional DCS intern program. Serves as DCS POC for intern planning and coordination with Volunteer Services. Oversees intern program implementation. May conduct periodic check-ins with interns for quality assurance and feedback.*

Programmatic Supervision (Red Cross): Volunteer Services Engagement Specialist. *Responsibilities: Provides information about intern opportunities to colleges and universities to assist with recruitment, develops MOUs with participating schools, notifies program POCs deadlines for internship application and interview periods, ensures school and Dept. of Labor guidelines, rules, and laws are followed.*

For more information, contact:
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