



The Q Center @ ACR
c/o AIDS Community Resources
627 West Genesee Street
Syracuse, NY 13204
Date

Dear Potential Intern,

Thank you for your interest in becoming an intern at the Q Center at AIDS Community Resources. The Q Center is a youth center for lesbian, gay, bisexual, transgender, and questioning youth. We also serve allies and families to our youth. I have enclosed the intern descriptions for you to review. This description is not exclusive or final. Please consider how your specific areas of interest or expertise can be incorporated to make your time best utilized, and the youth's experience the most enriching.

If you would like to be considered as a potential intern, please fill out the enclosed forms and return it and your background check fee to ACR, to my attention. You will be contacted as soon as possible to schedule an interview.

If you have any questions or concerns regarding interning for the Q Center, please feel free to contact me at (315)475-2430 or tsliker@aidscommunityresources.com. Thank you for your willingness to work with LGBTQ youth.

Sincerely,

Tyler Sliker
Program Coordinator
The Q Center @ ACR



Internship Title: Q Center Programming Intern

Name of Organization: AIDS Community Resources

Address: 617 West Genesee St. Syracuse, NY 13204

Website: www.aidscommunityresources.com/content.cfm/Services/youth-center

Facebook: www.facebook.com/qcentersyracuse

Tumblr: www.theqcenter.tumblr.com/

Internship Overview:

The Q Center at AIDS Community Resources is looking for a passionate, motivated, and dependable individual to serve as a programming intern. The candidate will gain valuable program planning, group facilitation, and frontline youth worker skills. This intern will eventually be responsible for:

- Facilitating weekly support groups
- Assisting in program planning for support groups
- Interacting with and establishing positive relationships with lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth

The Q Center Mission Statement:

The Q Center's Mission is three-fold:

- To create a safe, supportive, and respectful environment for lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth and their allies.
- To cultivate equality among LGBTQ youth at the Q Center and in the community.
- To educate LGBTQ youth about issues regarding themselves and their community.

Supervisor Information:

This intern will work on-site at the Q Center, and be supervised by Tyler Sliker, Program Coordinator at The Q Center.

Timeline:

Hours per week are negotiable and customizable but must add up to the hours required per major/department.

Qualifications:

The ideal candidate should have:

- Comfort and interest in working with youth
- Knowledge regarding issues LGBTQ youth typically face; such as the coming out process, suicide, homelessness, substance abuse, harassment and discrimination, loss of friends or family, etc.
- LGBTQ cultural competence
- Basic group facilitation skills
- Have completed courses on gender and/or sexuality

Description:

This internship includes:

- Interaction with many LGBTQ youth and their allies, between the ages of 13-22. Including large groups, small groups, and one-on-one times.
- Development of programming materials on a topics relevant to LGBTQ youth. Such as sexual health, substance use, legislation & politics, bullying, religion, etc.
- Weekly support group facilitation, complete with introductions, scheduled programming, and small group discussion.
- Administrative duties, as it relates to reporting to funding sources and other tasks per daily operations.

Benefits and Compensation:

The intern will receive:

- An opportunity to work with and learn from a variety of local young people in the LGBTQ community.
- Hands-on experience planning and facilitating support groups.
- Professional experience working in the human services field.
- Academic credit for their time and service.



INTERN APPLICATION

Name _____ Date _____
Address _____ Zip _____
Date of Birth _____ Race/Ethnicity _____
Phone _____ Email _____
Sexual Orientation _____ Gender Identity _____
Years Identified as LGBTQ or Ally _____
Education _____ Profession _____

Volunteer and/or Professional Experience Working with Youth

Volunteer and/or Professional Experience Working with LGBTQ Populations

Other areas of interest or expertise

PLEASE ATTACH A RESUME

Please provide three (3) references that are not family members who can attest to your qualifications to work with LGBTQ youth:

1) Name _____ Phone # _____
Address _____ Zip _____
Relation to Applicant _____
Email _____

2) Name _____ Phone # _____
Address _____ Zip _____
Relation to Applicant _____
Email _____

3) Name _____ Phone # _____
Address _____ Zip _____
Relation to Applicant _____
Email _____

We will need a background check from you in order to complete the application process. For your convenience and with your permission we will complete the check. Please complete the attached form and attach a check for \$15. (If you are experiencing financial hardship and are unable to pay the fee, please contact Tyler Sliker at (315)475-2430).

I, _____, understand that as an intern, I will follow the guidelines of The Q Center as communicated to me during my interview. I further understand that submission of a completed application does not obligate me to accept, or AIDS Community Resources, to assign an internship position.

Signature

Date

Pledge of Confidentiality

I, _____, am volunteering my time to intern with The Q Center at AIDS Community Resources, Inc. I understand that in the course of my with with The Q Center, I may learn certain facts about other volunteers or youth being served by The Q Center at AIDS Community Resources that are highly personal and confidential by nature. Examples of such information are medical condition and treatment, finances, living arrangements, employment, sexual orientation, gender identity, relations with family members, and the like.

By signing below, I agree to maintain confidentiality of all staff, volunteers, and youth at The Q Center.

Print Name

Signature

Date

Volunteer Background Check Policy

Persons who donate their time to AIDS Community Resources to provide direct services or support to any of the people serviced through the programs at ACR will be required to sign the attached release to allow ACR to complete a background check.

ACR will complete the check through Spectrum Securities. The cost to the volunteer will be \$15.00 due at the time the permission form is completed.

An additional \$15.00 to cover someone unable to pay is gratefully accepted.

Volunteers unable to pay the fee will be reviewed on a case-by-case basis.

The results of the background check will not necessarily impact your acceptance into The Q Center's volunteer program.

AIDS Community Resources, Inc.
Pre-Employment - Post Offer
Security / Background Check Questionnaire

Fax to: **Spectrum Security, Ltd**
Background Investigations Unit
FAX 315-475-6290 Ofc. 315-476-6279

PLEASE PRINT ALL ANSWERS CLEARLY & NEAT

FROM: **Supervisor / Manager's Name:** _____

Phone number: _____ ext _____

Section I.
Personal Information to verify identity:

Applicant Name: _____
First Middle Last

Other Names Used: _____

Date of Birth: _____ - _____ - _____ Male Female
Month Day Year (circle one)

Social Security Number: _____

Current Address: _____
 Street name-City-State-Zip

Section II.
Arrest history, background law enforcement Contact us

Please list *every state* you have ever lived in. Please list any contact, arrest or
 detainment by any enforcement agency. Please list the state, date, reason and
 outcome.

**Failure to list this information will be considered an untruthful response and
 grounds for immediate refusal of employment and or "cause" for immediate
 termination if hired under fraudulent circumstances.**

Have you ever been convicted of a felony? Yes or No if yes please explain
Are you a registered sex offender? Yes or No *you must disclose by law

I understand my answers are given voluntarily and if need be I may consult an attorney before I
 sign this form. By my signature I waive my right to consult an attorney on any matter herein.

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Section: III
Statement of understanding and consent to complete background:

I understand my answers are given by me, *voluntarily* and if I so desire, prior to consenting that the aforementioned data be given to Spectrum Security, Ltd. by my signature below, I may consult an attorney before I sign this form. By my signature below, I fully understand that I waive my right to consult an attorney.

Under penalty of perjury I declare the aforementioned answers true to the best of my knowledge.

By my signature below I authorize Spectrum Security, Ltd. to: investigate my background, credit, criminal history, offender status if any and any other fact of my character and that I forever hold Spectrum Security, Ltd., it's employees, heirs, family, vendors and anyone else not stated herein and now, harmless, for any and all information gathered and reported to employer. I understand even if I am hired a false statement made herein and above is immediate grounds for termination without notice or cause.

I, the undersigned applicant or volunteer, have read, understand and agree to all the terms of this release and affix my signature below in acknowledgement of same. I also understand that; prior to signing this binding legal agreement I may contact my attorney if I have any questions.

_____ date _____
Applicant signature

Print applicant name clearly

Section IV.
Employer selection of services:

- State Criminal
- Federal Criminal
- Sexual Predator
- Terrorist Registry
- MVR
- Credit
- Education
- Workman's Comp
- other specify: _____