



### **Resource Development Team Intern**

We are looking for committed volunteers to research social service resources and agencies that exist for families in need in the Sacramento area. This work involves partnering with one or more interns to:

- Visit local agencies service sites across Sacramento and collecting “on the ground intelligence” about their **1) work sites & staff** [is it hard to find, parking recommendations, is it better to call or just drop-in, etc.] **2) services & programs** (what do services do they provide, sign-up/qualification requirements (if any), restrictions (if any), key agency contact person(s), hours of operation, etc.).
- Cleaning and streamlining our existing online database.
- Creating resource handouts to be distributed to families of pediatrics patients at the WellSpace/UC Davis Oak Park Pediatric Clinic.

This opportunity is ideal for those interested in learning about how communities address social needs, those pursuing careers in healthcare or social work, those interested in serving underprivileged populations, or those invested in learning more about the Sacramento area.

**Time Commitment:** This internship requires availability for Summer Sessions 1 & 2 (June 30th – Sept. 10<sup>th</sup>). There is a 3-4 hour commitment per week – approximately: 30-60 mins pre-visit work (internet research, setting up appointments, etc.), 60 mins hour travel to & from Sacramento, 1-2 hours of visits hours at the clinic and 30-60 minutes spent writing up post-visit reports.

A mandatory kick-off training will be held on Wed. 7/1 @ 6pm. Monthly team meetings will be held on campus in Davis from 6:00 p.m. to 7:00 p.m. on the following Wednesdays: 7/8, 8/5, 9/2. A wrap-up session/end of summer party is scheduled for Wed. 9/9 @ 6pm. You may miss one team meeting with prior communication with the project manager.

### **Work Site:**

The bulk of the work required for this internship is independent, and can be completed at any location of your choosing.

### **Requirements:**

- Candidates must be organized, independent, and able to communicate professionally and effectively with resource organizations and community members.
- Work well with others in a team environment.
- Minimum time commitment of 3 to 4 hours per week. Interns set their own hours. Work may be completed in large or small blocks throughout the course of the week.
- At the end of each week, interns should submit a digital log of hours and progress.
- Minimum term commitment of 1 quarter OR both Summer Sessions.
- Personal transportation from Davis to Sacramento is encouraged. Carpooling may be available but not guaranteed.

**Benefits:**

This is an unpaid internship. You may, however, apply for transcript notation. Interns will have opportunities to work past the summer, through research or direct service in the clinic. Resource Development Interns will be able to make a formative impact on the resource desk project as it expands in scope.

**To Apply:**

Send an email to [chptcc@gmail.com](mailto:chptcc@gmail.com) with the subject line "Community Resources Intern Summer 2015". In your email include a short paragraph explaining why 1) this internship appeals to you and 2) why you'd be a perfect addition to our team.