



239 Oneida St., Fulton NY 13069 PHONE: 315.598.4717 / 1.800.359.1171 FAX: 315.592.7533 WEB: www.oco.org

Internship/Volunteer Application

Name: _____ Date: _____

Address: _____
Street City State Zip

Home Phone: (____) _____ E-mail Address: _____

Work Phone: (____) _____

Best time(s) to reach: _____ Best way to reach: Email Home # Work #

Date available to start: _____ Hours needed to complete: _____

Days and times/hours you are available to volunteer or complete your internship:

Mon _____ Tue _____ Wed _____ Thurs _____

Fri _____ Sat _____ Sun _____

Please list your last two employers or volunteer experiences

Current or Last Employer: _____ Position Held: _____

Dates of employment: _____ to _____ Supervisor: _____ Phone: _____

Previous Employer: _____ Position Held: _____

Dates of employment: _____ to _____ Supervisor: _____ Phone: _____

College Attending: _____ Degree Program: _____

Professor's Name: _____ Professor's contact number: _____

References (please list three)

Name Address Phone number

1. _____

2. _____

3. _____

Do you have a valid NYS Driver's License? Yes No

Do you have access to a reliable, properly insured and registered vehicle? Yes No

Please list any physical restrictions we may need to accommodate:

PLEASE PLACE A CHECKMARK NEXT TO YOUR AREA(S) OF INTEREST

Internships are competitive and opportunities may or may not be available in the areas listed below:

Crisis & Development Services

- Back Street Books and Bistro – Retail based skills building
- PATH – Program to Assist the Teenage Homeless
- OPTIONS – Assisting pregnant/parenting teens
- Family Case Management – Assist Case Managers dealing with high-risk families
- Health Educator – Assist with education on STDs, HIV, pregnancy prevention
- Prevention Services – Including outreach and community education
- Supervised Visitation Assistant – Assist with Supervised Visitation Center
- Victim Advocate Assistant – Assist advocates at the District Attorney's Office and Local Courts
- Domestic Violence Assistant – Assist the SAF program with office and clerical tasks
- SAF Education Assistant – Assist with outreach activities and awareness campaigns
- General – Office based
- Homeless Services (Youth, Family, Adult)
- Medicaid Services Coordination

Education Services – Assist classroom staff in any of these settings:

- Head Start - A federally funded pre-school program for 3 and 4 year olds (September through early June)
- Day Care - Facility based in the Industrial Park in Phoenix - also offers Head Start services (Year Round)
- Pre-K - A developmentally appropriate pre-school program for 4 year olds (September through early June)
- LVOC - Literacy Volunteers of Oswego County – includes clerical, phone, public relations, special events, and fundraising with proficient verbal and written communication skills

Health & Nutrition Services

- Medical Assistant (Must be a student/graduate of an accredited program)
- Medical Billing – includes data entry and tracking
- Nutrition services – Assist with Annual Survey – Excel Proficiency a must

Corporate

- Accounting
- Human Resources
- Information Systems
- Wellness Works

Please explain what your expectations of your internship are: *(Use a blank sheet if necessary)*

Signature

Date