We’re so glad you are interested in interning!

Since our organization began in 1974, volunteers have been an integral part of our work and the anti-violence movement in Chittenden County. If you have a passion for doing good, a desire to help people and a strong sense of empathy – we’d love to have you join our team as a student looking to gain experience and support others.

To start the process, please fill out the attached application and e-mail it to **Bessie McManus, Hotline and Volunteer Manager**, at bessiem@stepsvt.org. Feel free to reach out with any questions or concerns or just to chat about what we do and how you might best fit in. While we have existing internships, we’re always open to new ideas.

About interning: Our work is hard – but it’s an amazing, inclusive environment in which to learn. We are also strong proponents of self-care and healing. We appreciate all the things that make us unique as individuals. We’ll talk at length about your level of emotional readiness and your interests to customize your experience.

Most interns will be expected and/or encouraged to participate in our Community Advocate Training through which you will earn Vermont’s Victim and Crisis Worker Privilege and gain a fuller understanding of the movement to end domestic violence and the work we can do in our community to change the narrative.

Those who have experienced domestic violence in their own lives are encouraged to apply. This issue affects each of us personally and that shapes us differently as advocates. We do recommend folks wait at least two years after experiencing active abuse before they start supporting others in this capacity.

We perform standard background checks, depending on the volunteer position, but encourage folks who have past convictions and have worked to rebuild and grow to apply.

We’re here for you just as you’re here for us! Don’t hesitate to reach out - we can’t wait to speak with you.

Contact:

Bessie McManus, Hotline + Volunteer Manager

bessiem@stepsvt.org

(802) 658-3131 x 1068

**Intern Application**

**A LITTLE ABOUT YOU …**

Today’s Date:

Name:

School Name:

Expected Graduation Date:

Major/Minor:

Mailing Address:

Date of Birth:

Phone:

Email:

How did you learn about Steps to End Domestic Violence?

What are you hoping to gain from this internship?

What skills would you bring to our organization?

Are you willing to provide transportation for service users? (Y/N)

**YOUR HISTORY**

Where have you worked/volunteered/studied/interned in the past 3 years?

What is your previous internship experience? (It’s okay if we’re the first!)

Have you worked/volunteered with those who have experienced domestic violence? If so, where?

What languages do you speak?

**OPPORTUNITIES**

See stepsVT.org detailed job descriptions to determine what best suits our field of study and internship requirements.

First Choice:

Second Choice:

Please provide your internship advisor’s name and contact information:

What is your availability?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 9a.m.–1p.m. |  |  |  |  |  |  |  |
| 1-5 p.m. |  |  |  |  |  |  |  |
| 5-9 p.m. |  |  |  |  |  |  |  |
| Other (varied) |  |  |  |  |  |  |  |

When can you start?

**REFERENCES**

Please list 2 references, at least one of whom is an employer/teacher/other supervisor. Do not use relatives.

Name Relationship Email Address Phone Number

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What else should we know about you?

Please return this application to Bessie McManus:

Via email – bessiem@stepsvt.org

Snail Mail – PO Box 1535, Burlington, VT, 05402

Once we review your application, we’ll be in touch!