



BALTIMORE CITY COMMUNITY ACTION PARTNERSHIP INTERNSHIP/VOLUNTEER PROGRAM

Academic Credit or Service Learning

INTRODUCTION

The Mayor's Office of Human Services (MOHS) provides an integrated system of support for the City's vulnerable populations through three focus areas: Community Action Partnership (CAP), Head Start and Homeless Services.

The critical mission of MOHS is to oversee the development and implementation of:

- A continuum of housing services for individuals experiencing homelessness or at-risk of experiencing homelessness.
- A comprehensive service delivery model for CAP centers throughout Baltimore City, with an emphasis on self-sufficiency for residents.
- Early intervention services for child development and school readiness for pre-school children in low-income families that include a holistic support of parents and their pursuit of self-sufficiency.

ABOUT COMMUNITY ACTION PARTNERSHIP

Baltimore City Community Action Partnership (CAP) has been helping people, improving lives and strengthening communities since 1964. The mission of Baltimore City Community Action Partnership is to reduce poverty by offering opportunities for low-income households through education, financial empowerment, housing and energy services, food resources and capacity building.

LIST OF LOCATIONS: Interns/Volunteers will be housed at a Community Action Partnership Center

Northern CAP Center | 5225 York Road
Northwest CAP Center | 3939 Reisterstown Road
Southern CAP Center | 606 Cherry Hill Road
Southeast CAP Center | 3411 Bank Street
Eastern CAP Center | 1731 E. Chase Street

Operation Hours: Monday – Friday | 8:30 am – 4:30 pm

POSITION DUTIES

Interns/Volunteers will receive training to execute various assignments and projects.

- Assist with financial education, food & nutrition and energy conservation workshops
- Support CAP center staff by engaging clients and assisting with self-sufficiency programs
- Participate in community outreach events (on occasion, during evening and weekend hours)
- Assist with summer youth programs with the focus on serving as a peer to peer mentor
- Assist call center staff with inbound and outbound calls
- Maintain CAP Community Resource Guide and contact database

MINIMUM QUALIFICATIONS

- *Internship* – Pursuing a degree in Human Services, Social Work, Communication, Public



Administration or related field from an accredited college or university

- Be willing and able to intern/volunteer for a minimum of twelve (12) hours per week for at least three (3) months
- Ability to learn to enter, retrieve and update information using computer software applications
- Ability to deal courteously with employees at all levels of government, and to work effectively with varying temperaments, both in person and by telephone
- Self-motivated with the ability to follow directions and work both independently and within a group environment to accomplish tasks with accuracy and within tight deadlines
- Ability to work on multiple projects at once and maintain confidential information
- Proficiency in Microsoft Office
- *Bilingual candidates are strongly encouraged to apply*

TO APPLY

For immediate consideration, applicants should submit their resume and completed application (SEE BELOW) to Ebony Wilder, Baltimore City CAP Public Information Officer at ebony.wilder@baltimorecity.gov

APPLICATION DEADLINE: Continuous



BALTIMORE CITY COMMUNITY ACTION PARTNERSHIP INTERNSHIP/VOLUNTEER APPLICATION		
Name		
Address		
Phone		
Email		
Are you under 18?	YES	NO
Emergency Contact	Name	
	Phone	
How did you hear about CAP?		
Start Date?		

Please list your availability					
DAY	Monday	Tuesday	Wednesday	Thursday	Friday
TIME					

Please summarize special skills and qualifications you have that may be helpful to Community Action Partnership, including previous volunteer work, hobbies, and interests:

Please list two (2) professional references:	Name: _____
	Phone: _____
	Relationship: _____
	Name: _____
	Phone: _____
	Relationship: _____

I hereby certify that the information provided on this application is truthful and give my permission for Community Action Partnership to contact my references and/or former employers listed herein. I understand that misrepresentation or omission of facts as requested is cause for dismissal at any time. I hereby agree to follow the policies and procedures set forth by Community Action Partnership. I understand that policies and procedures may change or be revised at any time with or without notice. I further understand that my role at Community Action Partnership is to assist the overall organization in achieving its mission of providing quality services and opportunities for low-income families and individuals; and I will conduct myself in a manner that furthers this mission at all times.

Signature of Applicant _____ Date _____