



Internship Opportunity Guide

Fall 2018

Questions or comments? Contact:

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glsen.org/wichita

Organization Description

GLSEN Greater Wichita is a small, volunteer-led chapter of the nation's leading education organization working to create safe and inclusive K-12 schools for all students regardless of their sexual orientation, gender identity and/or expression. Driven by decades of experience and research, we work statewide to accomplish four key goals that are proven to create a safer and more inclusive school climate for LGBTQ students:

- **Support Gender and Sexuality Alliances** (GSAs) and similar student-led clubs and efforts to improve their schools and reduce anti-LGBTQ harassment and discrimination;
- **Train educators and youth-serving professionals** to be better allies to LGBTQ youth and respond to homophobia, transphobia, and other hateful language and behaviors;
- **Promote access to inclusive curriculum** and resources that reflect positive representations of LGBTQ identities and experiences;
- **Advocate for comprehensive policies and practices** that respect the dignity and rights of all students, and defend against anti-LGBTQ political attacks.

Expectations, Standards, and Working Conditions

GLSEN Interns will be tasked with developing a robust understanding of GLSEN's programs, resources, policies, research, and other activities so as to serve as resident "experts" on LGBTQ issues in K-12 education and ambassadors for the GLSEN Chapter. Interns will interact professionally with other leaders in the community, communicate with stakeholders and constituents, and represent GLSEN Greater Wichita in a variety of settings.

GLSEN internship opportunities are designed to accommodate flexible schedules. Given the semi-autonomous nature of the internships, successful GLSEN interns must be ambitious, creative, flexible, trustworthy, accountable, and, *above all else*, must maintain open, honest communication with Chapter Leadership about their expectations, limitations, and needs for the successful completion of their projects. Interns will participate in weekly face-to-face check-ins with their supervisor either in person or by video call.

Location: Wichita interns will use our office at 266 N Main, but will also need to have reliable transportation, because we are often "in the field", visiting schools, providing trainings, participating in coalition meetings and such. We may accept interns from outside of the Wichita area, who would be expected to work remotely from a location of their choosing.

Schedule: GLSEN Greater Wichita is flexible about office hours to accommodate the class and work schedules of our interns and volunteers. Many of our events require evening or weekend attendance, and can be counted in the required weekly hours. GLSEN recognizes that volunteers are generously lending their own time and energy to the efforts of the chapter and encourages interns to feel comfortable expressing their needs in terms of time and capacity.

Dress Code: Interns are trusted to dress appropriately for the activity in which they are participating.

Payment: Internships are voluntary, unpaid experiences designed to further the individuals' education or develop organizing and leadership skills.

Communication, Reporting, & Participation: Interns will be expected to communicate by phone or email on a weekly basis with Chapter Leadership and participate in monthly chapter meetings by video or telephone conference or in-person. In the event that the intern is unable to complete their work plan, their experience may be discontinued voluntarily or at the request of Chapter Leadership.

Screening & Conduct: Interns must submit information for a free background check conducted by GLSEN National and agree to abide by GLSEN's code of conduct and youth interaction policy.

Internship Roles and Responsibilities

Most of our Chapter work happens at the macro and mezzo levels. Our interns will have opportunities to experience some of both. Intern roles and responsibilities will be tailored to fit the skills, talents, and passion of the individual interns. Work plans may include at least one project from each of these domains: ***Student Leadership, Professional Development, Resource Dissemination, Public Policy, Communication & Outreach, and Organizational Development.***

Intern responsibilities may include but not be limited to:

GSA and Student Leadership Support

- Assisting students and sponsors in starting new GSAs and strengthening existing GSAs.
- Supporting GSAs' participation in Days of Action (Ally Week, Celebrate Kindness Week, National Day of Silence)
- Making at least one visit (or video conference) with each area GSA per semester.
- Communicating regularly with GSA Sponsors about our programs and events and their needs.
- Helping to organize and facilitate our Student Programs (ie. GSA Leadership Summit, Creative Expressions Exhibit, Prom, Rainbow Graduation)
- Helping to organize and facilitate fundraisers for our Student Programs
- Empowering and Facilitating our SHINE Student Leadership Team

Educator Support

- Helping to plan, prepare for, and facilitate presentations for educators
- Organizing and facilitating events to support educators
- Creating LGBTQ-inclusive curriculum
- Building networks with educators

Policy Support

- Researching school policies
- Organizing and empowering local students, educators, parents and community members

Development Support

- Organizing and coordinating fundraisers
- Grant-writing
- Building relationships with community businesses and foundations

Administrative Tasks

- copying, scanning, filing, billing, managing a budget, mailings, data entry

Candidate Eligibility

Practical Requirements: All candidates must be age 18 or older, have excellent verbal, written, and electronic communication skills; a valid driver's license, reliable transportation, and must pass a background check.

Academic Requirements: If the intern is receiving academic credit for their internship, they must be in good standing with a Kansas educational institution and majoring in education, psychology, counseling, sociology, social work, human or child development, political science, organizational leadership or development, marketing, communications, or another relevant field of study. GLSEN Chapter Leadership will communicate as necessary with academic internship advisors to ensure that all requirements are satisfied per institutional regulations.

GLSEN GREATER WICHITA
Student Intern Application



APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		

EDUCATION

High School	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
College	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree
Other	Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> Degree

REFERENCES

Please list three professional references (cannot include family members)

Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

EXPERIENCE (PROFESSIONAL AND/OR VOLUNTEER)

Company	Phone
Address	Supervisor
Job Title	
Responsibilities	
From	To Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Company		Phone	
Address		Supervisor	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

ADDITIONAL INFORMATION

Please describe how you first became aware of GLSEN Greater Wichita and why you would like to be an intern with us for the 2018-2019 school year.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

Signature

Date

Please scan and email your completed application to **wichita@chapters.glsen.org**.
If you have any questions, feel free to email us or call 316-444-0071.