

United Way
of the Quad Cities Area

3247 East 35 Street Court
Davenport, Iowa 52807
Tel: 563.355.4310
Fax: 563.355.3308
www.unitedwayqc.org



Internship Program

- ❖ **Learn from United Way's professional staff**
- ❖ **Gain valuable professional work experience and training**
- ❖ **Internships tailored to student schedules whenever possible**



Professional Training Program

United Way of the Quad Cities Area is a non-profit organization that works together with the community to make long-term improvements in lives. Our mission is to improve lives and make a positive impact in our community by mobilizing people and resources. It is not how many individuals we provide for and serve. It is not how many programs or partners we unite. What matters: The bottom line results, the lives we change and the communities we shape. United Way's strategies include identifying and building on community strengths and assets, funding programs and initiatives and collaborating with others in support of these and related issues everyday.

INTERNSHIPS

An internship at United Way offers students the opportunity to participate in working together with the various teams that work with each other to promote health and human services programs in achieving our mission. Internships offer a meaningful component in a comprehensive program of non-profit organizations.

TIME COMMITMENT

United Way will make every effort to afford the intern the greatest possible flexibility in scheduling internship hours. The time commitment may vary according to the intern's arrangement and request.

THE PROGRAM

If interns wish to receive academic credit for an internship, it will be the intern's responsibility to make arrangements with his or her school. United Way will provide the necessary job description and performance review upon request. Each intern will be required to provide a weekly report of tasks and projects completed for each week and a written evaluation of his or her program upon its completion.

Interns receive no pay. However, interns may be qualified to receive letters of recommendation to potential future employers, volunteer and staff recognition, and resume mailing with the endorsement to board members and top area companies once the internship is complete. Most interns will not only enhance or gain specific skill development in their area of interest, but will also enhance their project management, communication, and volunteer management skills.



Internship Application

Name: _____

Address: _____

Phone: Day (____) _____ **Evening** (____) _____

Are you a student? ___Yes ___No **Expected Graduation Date:** _____

If so, where? _____

Receiving School Credit for Internship: ___Yes ___No

Period of internship:

___ Winter

___ Summer

___ Spring

___ Fall

Hours Available (check all that apply):

_____ Mornings

_____ Afternoons

Number of hours available per week: _____

Briefly describe your skills and experience:

What are your career and academic goals?

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What are your goals and expectations for an internship at United Way?

What special qualities do you feel you will bring to this internship?

Signature: _____ **Date:** _____

Please attach a résumé to this form. Return your application to Sonia Johnson, Vice President - Human Resources & Administration, United Way of the Quad Cities Area, 3247 East 35 Street Court, Davenport, IA 52807.