



SPINA BIFIDA ASSOCIATION OF NEW YORK STATE

Spina Bifida Association of New York State (SBANYS) **Internship Program**

PROGRAM DESCRIPTION

The SBANYS Employment Training Program began in 2016 to provide individuals with Spina Bifida the opportunity to gain work experience in a professional setting via internship. The goal of this internship is to expand upon job skills and work-related experience and enhance awareness of personal values, skills, and needs to promote gaining meaningful employment.

The internship is a paid, part-time, and temporary position. When possible, the internship will take place in-person at the SBANYS office. No prior work experience is required to apply. Interns may be required to complete an employment assessment to determine if being accompanied by an employment specialist/job coach through an alternate agency is necessary.

All potential interns will be required to submit a completed application and return it to SBANYS via mail: 133 Saratoga Rd, Professional Building, Office 4, Scotia, NY 12302 or email: admin@sbanys.org as well as be interviewed by the SBANYS Executive Director.

Intern Job Assignments: Potential assignments include a wide variety of tasks such as preparation of mailings, clerical tasks, light to heavy cleaning, graphic design, social media and other marketing, event planning, inventory and supply orders, phone call and in-person outreach including interacting with consumers, the general population, and providers.

Role of the Intern: The role of the intern is to work with the supervisor to decide on a mutually agreeable start date, a schedule of days and times, and define internship job assignments. The intern will treat the experience as a paid professional position and complete job duties as assigned in a timely and accurate manner to the best of their abilities. The intern will attend meetings with the supervisor to assess progress, performance, and areas for improvement.

Role of the Supervisor: The role of the supervisor is to contribute to the intern's experience by providing tasks, feedback, and new learning opportunities. The supervisor will provide a determined time to discuss the intern's progress, performance, and any problems that may arise.

Role of the Job Coach/Employment Specialist: The role of the job coach/employment specialist is to monitor task instruction and completion, assist with problem solving, assess soft skills, and work collaboratively with SBANYS to support the intern in identifying learning and employment opportunities.



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Disclaimers:

- Internship positions will be made available based upon job tasks within the SBANYS office as well as funding
- All applicants can expect a response regarding their application within 60 days of submission
- If there are no open internship positions, applications will be kept on file for future consideration
- Applying as an eligible participant does not guarantee you will be hired as an intern
- All submissions will be reviewed, and applicants will be invited to interview based on qualifications and compatibility
- Internship candidates will be contacted by SBANYS Executive Director to conduct an interview



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Employment Training Program Application

***Please complete and return this application with one copy of an up-to-date resume to SBANYS, 133 Saratoga Rd, Professional Building, Office 4, Scotia, NY 12302 or via email to admin@sbanys.org ***

Name:

Address:

Phone: _____ **Email:** _____

AVAILABILITY

Days/Hours Available:

Monday: from _____ to _____

Tuesday: from _____ to _____

Wednesday: from _____ to _____

Thursday: from _____ to _____

Friday: from _____ to _____

Date available to start? _____



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EDUCATION:

1. School: _____

Address: _____

Degree/Diploma: _____ Graduation Date: _____

2. School: _____

Address: _____

Degree/Diploma: _____ Graduation Date: _____

EMPYOMENT/VOLUNTEER HISTORY (if applicable):

1. Employer _____ Supervisor _____

Position _____ Phone/Email _____

Responsibilities: _____

2. Employer _____ Supervisor _____

Position _____ Phone/Email _____

Responsibilities: _____



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What strengths would you bring to this internship?

What are your personal hobbies and interests?

What do you believe are your areas of improvement?
