

Rape Victim Advocates Internship Packet



Thank you for your interest in interning with Rape Victim Advocates. We are glad that you've contacted us. There are several ways in which you can join the movement to end sexual violence. The four primary internship opportunities are with our **Advocacy, Counseling*, Education and Training, and Development** departments.

**You must be enrolled in a Master's level program to be eligible for an internship with the Counseling department.*

All of our interns are **required** to complete a minimum of 40-hours of sexual assault crisis intervention training in accordance with the Illinois Coalition Against Sexual Assault mandates. You must complete this training prior-to or within a month of beginning your internship. RVA offers this training at least four times a year. The schedule is available via the links below. There is no cost for the training if you are accepted into the internship program. **Training is approximately 5 weeks long, in the evenings.** There may be other training options available on a case-by-case basis.

Complete the training application through this link: <http://tinyurl.com/8q6rff4>. You can indicate your specific internship interest under the **VOLUNTEER OPPORTUNITIES** portion of the application. Our website www.rapevictimadvocate.org also has training information and the schedule available.

Most of RVA's internships require a minimum of one year or two academic semesters. Please be sure to read carefully to determine the time commitment of your intended internship. RVA accepts non-academic interns by exception.

Please complete the internship packet and mail, fax, or e-mail (preferred method) it to the corresponding department **with a copy of your current resume and a cover letter**. You are eligible to apply to more than one internship and will be contacted by the department you have expressed interest in.

RVA encourages applicants who are multi-cultural, multi-lingual, identify as persons of color and/or LGBTQ.

Quick Steps:

1. Send cover letter, resume, and application (below) to the appropriate Program/Department Director.
2. Complete the online training application following the appropriate link above, mark your internship interest.
3. Contact or wait for Program/Department Director to connect with you regarding an interview.

Rape Victim Advocates
180 N. Michigan Avenue, Suite 600
Chicago, IL 60601
312.443.9603 phone 312.443.9602 fax

Intern Application

Name: _____ Name of School: _____

Major (please indicate Bachelor or Masters Program): _____

Expected Graduation Date: _____ How many hours/week will you commit to RVA? _____

Required Duration of Internship: _____ Available Start Date? _____

Days of the week available: _____ Are you 40-hour Sexual Assault trained? _____

Which program is your primary interest for your internship? **(if more than one please select all that apply):**
***please see each program intern description for full explanation of responsibilities.**

- Counseling – *Individual and group counseling sessions*
- Advocacy – *Crisis intervention and volunteer program development*
- Education & Training – *Presenting to youth and community outreach*
- Development – *Event planning, grant writing, and donor research*

Which program is your secondary interest? **(if none, leave blank- if more than one please check all that apply):**
***please see each program intern description for full explanation of responsibilities.**

- Counseling – *Individual and group counseling sessions*
- Advocacy – *Crisis Intervention and volunteer program development*
- Education & Training – *Presenting to youth and community outreach*
- Development – *Event planning, grant writing and donor research*

What are your supervision requirements?

-Total hour(s) per week? _____

-Licensure? _____

How many direct contact hours does your school require for your internship (if any)? _____

What sparked your interest in an internship with RVA?

Do you have any previous experience as an intern or volunteer? Please explain.

What are your future goals and interests related to rape crisis work?

RAPE VICTIM ADVOCATES JOB DESCRIPTION

Position Title: Education & Training Program Intern

Reports To: Director of Education and Training

General Role Description

The Education and Training (E&T) Intern is responsible for assisting the E&T Program with delivering presentations and workshops on sexual violence prevention and healthy relationships. After significant training, the intern will be asked present to children as young as pre-k, through elementary school and high school, as well as college-aged students. It is expected the intern will grow into an independent presenter on behalf of the agency, with ample supervision and support. *The E&T program has a strong focus on working with youth in low-income and under-served communities.* The intern will be proactive in outreach efforts within the community to effectively communicate RVA services and the benefits of prevention education. The intern will also assist with daily tasks related to program development and special projects that will be determined on an individual basis.

Responsibilities

1. Provide basic sexual and relationship violence prevention education to children and youth, once several presentations have been observed.
2. Attend a minimum of 40-hour intensive training and certification on sexual assault, which is included for free as part of the internship. **This training is required.**
3. Assist E&T department with curriculum development on various topics related to violence prevention.
4. Attend resource fairs and community events as a representative of RVA.
5. Assist RVA with our volunteer trainings.
6. Provide outreach/institutional advocacy within the community.
7. Attend all required meetings within the E&T Program, including participation in the event-based Sexual Assault Awareness Month Committee.
8. Assist the E&T program with volunteer support and record keeping.
9. Provide crisis intervention, as well as information and referrals, in-person or on the telephone.
10. Maintain accurate and complete records of all services delivered, including data entry.
11. Assist with daily tasks related to program development, as needed.
12. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. One 12-hour shift per month will be encouraged, once training is completed.

Requirements

The Education & Training Intern must possess excellent communication skills, an interest in violence prevention and the ability to work with diverse audiences. Candidates with anti-violence and presentation experience are preferred. Completion of a minimum of 40-hour sexual assault training is required. The 40-hour domestic violence training is encouraged, but not required. The intern must commit to at least 8-10 hours per week to the internship, in addition to the potential 12-hour on-call shift for crisis intervention. Multi/bilingual encouraged. We work in communities

throughout Chicago, access to a vehicle is encouraged, but not required.

Please note this internship is a minimum of 2 academic semesters or approximately 9+ months.

To apply: email cover letter, resume and application to educator@rapevictimadvocates.org

RAPE VICTIM ADVOCATES JOB DESCRIPTION

Position Title: Imagination Theater Intern

Reports To: Director of Education and Training

General Role Description

The Imagination Theater (IT) Intern is responsible for assisting the E&T Program with delivering presentations on sexual violence prevention to children as young as pre-k through 8th grade. This internship is specific to RVA's partnership with the non-profit theater group, Imagination Theater. Based on scheduling, the intern will spend one half-day a week in the field completing mini-presentations with K-8th grade students. The intern will also assist with daily tasks related to program development and special projects that will be determined on an individual basis.

Responsibilities

1. Provide basic sexual violence prevention education to children and youth, once several presentations have been observed.
2. Attend a minimum of 40-hour intensive training and certification on sexual assault, which is included for free as part of the internship. **This training is required.**
3. Attend resource fairs and community events as a representative of RVA.
4. Attend all required meetings within the E&T Program, including participation in the event-based Sexual Assault Awareness Month Committee.
5. Assist the E&T program with volunteer training, support, and record keeping.
6. Complete projects designed specifically for the internship. Creativity is welcomed.
7. Provide crisis intervention, as well as information and referrals, in-person or on the telephone.
8. Maintain accurate and complete records of all services delivered, including data entry.
9. Assist with daily tasks related to program development, as needed.
10. Provide crisis intervention, emotional support, and medical/legal advocacy to survivors seen in the emergency department. One 12-hour shift per month will be encouraged, once training is completed.

Requirements

The Education & Training Intern must possess excellent communication skills, an interest in violence prevention and the ability to work with diverse audiences. Candidates with anti-violence and presentation experience are preferred. Completion of a minimum of 40-hour sexual assault training is required. The 40-hour domestic violence training is encouraged, but not required. The intern must commit to at least 10 hours per week to the internship, in addition to the potential 12-hour on-call shift for crisis intervention. Multi/bilingual encouraged. We work in communities throughout Chicago, access to a vehicle is encouraged, but not required.

Please note this internship is a minimum of 1 academic semester or approximately 5+ months.

To apply: email cover letter, resume and application to educator@rapevictimadvocates.org