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## **The Leadership Lorain County Internship Program**



**Summer 2009**

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## **Intern and Agency Handbook**

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Contents:

Mission Statement.....	1
Intern Qualifications.....	2
Intern Responsibilities.....	3
Agency Proposals....	4
Agency Responsibilities.....	5
Hiring Procedures.....	6
Guidelines for Selection.....	7
Payments.....	8
Schedule.....	9
About LLC.....	10

## Mission Statement

The *mission* of the Internship Program is to encourage student involvement in public service through meaningful internship experiences, to enhance the leadership skills of and create County knowledge within participating interns, and to provide the public interest community with the dedication, skill, and energy that the interns bring to their work.

The *vision* of the Internship Program is to provide college students with enhanced knowledge, appreciation, and dedication for Lorain County and its public service resources. The internship program will provide professional work experience and service opportunities that will result in a heightened sense of dedication to community involvement, whether professionally, personally or financially.

The Internship Program is designed to offer quality 10-week paid internships to local college students while providing our county's organizations with the energy, skills, and dedication that college students bring to these internships.

## About Leadership Lorain County

**THE MISSION** of Leadership Lorain County is to foster life long leaders who serve as catalysts for positive change.

We accomplish this mission by:

- Identifying and bringing together a diverse cross section of emerging and existing leaders who are committed to community service and trusteeship and improving the quality of life in Lorain County.
- Offering class participants expanded knowledge and awareness of existing and emerging community issues, needs, challenges and resources through direct contact with a spectrum of people, places and organizations.
- Offering class participants opportunities to explore and to strengthen personal leadership competencies through leadership skills development and class community service projects.
- Cultivating an ongoing "network of responsibility" - a bank of Leadership Lorain County graduates who sustain their passion for action by expanding their leadership network, continuing their leadership education, and furthering their contributions to the community through active involvement in civic affairs.

## Vision Statement

We are a diverse organization, which strives to be The Source of leadership development.

# Lorain County Internship Service Schedule

November 26, 2008 December 29, 2008	Agency applications due to LLC Intern Recruitment Night 5:00pm-7:00pm at the LLC offices
February 4, 2009	Intern applications due to LLC offices
February 9-13, 2009	LLC selection committee reviews intern applications and choose appropriate candidates for interviews
February 17-20, 2009	Intern applications are sent to the agencies
February 23-March 31	Interviews-Agencies will contact students directly to schedule interviews
April 17, 2009	Student and agency preferences are due to LLC office
April 24, 2009	Students and agencies are notified of matches
May 16 or 30, 2009 Date to be determined	Intern Welcome and Orientation 10:00am-12:00pm at LLC offices
June 1-August 7, 2009	Internships are completed during this time

**Site visits will begin during the week of June 7<sup>th</sup> and continue through August.**

**Workshops are on Wednesday from 4:00pm-5:30pm beginning June 3, 2009 through August 5, 2009**

August 7, 2009	Closing Ceremony
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# Intern Qualifications

All LLCIP Interns must meet the following qualifications:

- Have graduated from high school and have completed at least one year of college coursework
- Be a current undergraduate or graduate student attending a university within the United States
- Be able to work between 32-40 hours a week for the entire length of the ten-week Internship
- Have primary residency in Lorain County
- Be able to attend the eight mandatory meetings sponsored by LLCIP/Leadership Lorain County during the ten-week program to learn more about our community, its resources and public service. Meetings are held during the work week at approximately 4:00 pm.
- Current skills and future career goals must match the internship for which one is applying.
- Be able to complete all intern responsibilities stated in the handbook.

## Intern Responsibilities

Interns will have the following responsibilities while in the Lorain County Internship Program:

- Adhere to all office guidelines at sponsoring agency.
- Complete a portfolio highlighting the details of the internship experience. Portfolios are presented at the Graduation Program.
- Attend all 8-intern meetings. Each meeting will take place at a different site around Lorain County with presentations given by leaders from the community. The purpose of the meetings is to let the interns experience the many different facets of Lorain County while learning valuable lessons about leadership, networking, and career exploration.
- Complete weekly progress reports recapping the activities and goals outlined in the work plan. Reports are sent directly to the LLC office.
- Participate in the LCIP Public Service Project. As a group, interns will work together on a service project aimed at positively affecting the community.

## Payments

- The agency agrees to pay the intern a salary of \$320 per week for ten weeks on the agency's regular payroll period. Agencies should figure the \$320 per week into its budget. Due to the short-term nature of the position, the agency shall make every attempt not to hold the intern's first paycheck.
- The agency also agrees to be responsible for the costs involving FICA, Workers' Compensation, and for the preparation and filing of withholding statements and similar forms and payroll matters, which are solely the responsibility of the agency
- The agency agrees to reimburse the intern for out-of-pocket expenses, such as for project-related travel and materials, when such expenses are required for the satisfactory completion of the project and have been approved by the agency. In addition, it is agreed that the intern is required to work only "normal" hours of the agency. Any additional time will be considered an "overtime" situation and paid by the agency.
- The agency will pay \$3200 (for the 40 hr/week) ten-week internship which represents 100% of the intern's salary, plus any related tax, work and administrative fees. LLC will reimburse the agency 50% of the intern's salary. This reimbursement will be processed in June and in August.

## Guidelines for Selection

- The LLCIP Selection Committee is responsible for reviewing agency proposals to make sure the internship opportunity is challenging and gives the intern a professional and valuable experience.
- The Selection Committee will review student applications to insure that the prospective interns meet all necessary criteria.
- The Selection Committee will call the agencies or students if they have questions.
- The Leadership Lorain County Office will send prospective candidate information to agencies for interview matches.
- After the interviews are completed, the Selection Committee will cross reference the student and agency's preferences and make the best matches possible.

## Agency Proposals

- Qualified candidates must be a government or non-profit agency in Lorain County.
- Proposals will all receive fair evaluation but selections will be based on available funding.
- Deadline for internship proposals will be posted on the website.
- Agencies need to provide information about their organization and details on the projects for which the intern will be responsible. A detailed ten-week work plan for the intern must be completed as part of the agency project proposal.
- Key elements considered in making the selection include potential for decision making by the intern, autonomy, sense of completion, and a high quality mentor/supervisor. All internships should reflect a professional work experience.

## Agency Responsibilities

The intern salary shall be \$8.00 an hour. The agency is responsible for 50 percent of the intern salary, plus all of the applicable payroll taxes and pre-approved job related expenses.

- Agencies serve as half of the intern's employer and will provide a suitable workspace and all necessary supplies.
- Agencies need to consult with LLC before allowing vacation time to interns
- The agency will assure the intern participates in all 8 mandatory meetings conducted by Leadership Lorain County throughout the 10-week internship.
- Agencies will supervise and mentor the student to encourage professional development.
- Each agency will arrange an interview with at least two students previously screened by Leadership Lorain County and the LLCIP committee.
- Agencies will submit intern selections to LLC for final approval and notification.
- A representative from the agency **MUST** attend the information session and the graduation ceremony for the program.

## Hiring Procedures

- Intern candidates complete applications and designate internship for which they wish to be considered.
- The LLCIP Selection Committee will screen applications and send them to appropriate agencies for consideration.
- Agencies contact the students directly to schedule interviews.
- The candidates and agencies will rank their preferences.
- The selection committee will match candidates with agencies and contact both parties to inform them of the selection.
- The agency arranges the internship's starting and ending dates with each intern. Interns must still be able to attend each of the eight meetings even if their internship is not in session during that time.
- The employment period paid for by the LLCIP is ten weeks, but organizations may choose to retain interns and pay them for additional weeks of employment. LLCIP internships and stipends are available for the summer only.
- Before hiring, organizations must provide all intern candidates with detailed job descriptions that also specify all the skills and technical knowledge required for each position.