



Summer · of · Service

Internship Site Assessment Form

Name of Site: New York Cares	Phone: (212) 228- 5000	Ext: 106
Street Address: 214 West 29 th Street, 5 th floor	City: New York	State: NY Zip: 10001
Contact Person: Heidi Schumacher (Trinity '04)	Title: Manager, Children's and Corporate Programs	
Email Address: heidi_schumacher@nycares.org	Web Address: www.nycares.org	

1. What is the mission of your organization?

New York Cares meets pressing community needs by mobilizing caring New Yorkers in volunteer service.

2. Please describe the public community benefit or service your organization provides:

Each month, New York Cares mobilizes more than 3,000 volunteers to take part in a wide variety of flexibly scheduled, team-based projects that have a dramatic impact on the lives of New Yorkers in need.

Most projects take place outside traditional work hours—and New York Cares requires no intensive training process, only a one-hour [orientation](#). People with busy schedules can still find the time to tutor children, feed the hungry, assist people living with HIV/AIDS, revitalize gardens, take homeless children on cultural and recreational outings, visit the elderly, and engage in many other hands-on activities coordinated by New York Cares.

New York Cares is not a referral agency. Instead, we offer professional-quality volunteer organizing and project planning to a wide range of social service agencies, schools, and environmental groups—our Partner Agencies. Continuously coordinating with Partner Agencies to determine their needs for volunteers, we schedule hundreds of [Ongoing Projects](#), facilitated by our trained and highly committed Team Leaders. Volunteers are then able to integrate themselves easily and flexibly into our teams and schedules. Even easier to participate in: New York Cares' four large-scale [Annual Events](#), which require no orientation. Our approach to volunteer service has let thousands of volunteers apply their energies and talents to a host of issues—not only in New York but also around the nation and the world.

3. What might a student internship position at your organization entail? Are there specific dates for this internship or is it flexible?

Reporting to the Managers of Annual Events, the Annual Events Intern will assist with outreach to prospective Project Partners seeking to participate in our four Annual Events, and will be responsible for event planning, and implementation. He/she will also assist with event planning development and with special programmatic initiatives on an as needed basis. We are looking for the intern to start in late May and stay until early August.

4. Will the student have direct contact with the people your organization serves?

The Annual Events Staff (AES) intern will assist the AES in planning and implementing steps for New York Cares Day 2006, including:

- Carrying out site visits and entering related data (scheduling visits, confirming travel directions, tracking visits, updating contact information, information collection, etc.)
- Assist with the launch of all New York Cares Day materials for the web
- Assist the AES in efforts to pursue key volunteers for New York Cares Day (including mural artists, PTA members, etc.)
- Assist with the creation of related collateral material

Other potential projects include:

- Assist with decision making processes for all four of our Annual Events (including outreach to schools in the Chancellor's District, new Coat Drive collection and walk-in sites, outreach to outer-boroughs related to Coat Drive participation, researching children's shelters, etc. for Secret Santa)
- Design a recruitment manual targeting alumni groups
- Assist with a recruitment plan to diversify New York Cares' geographic volunteer base.

5. Do you have special needs from an intern? (e.g. male/female, specific academic background)

We are looking for people who have a personal commitment to community service and urban communities. The interns should be enthusiastic and able to work independently and collaboratively. Candidates should have excellent organizational, administrative and interpersonal skills, be able to handle several different projects and deadlines at once and be computer literate. Candidates must have excellent written and verbal communication skills.

6. What sort of support is available for the student volunteer?

The AES intern will work collaboratively and independently on a variety of projects. They will be responsible for the tasks assigned and checking in with the Annual Events Staff on a regular basis. The supervising Annual Events Managers and the intern will debrief frequently to discuss the intern's progress and concerns.

7. Please provide any additional information that might be helpful for students to know about your organization.

Please send this form and any information/brochures/articles you have available to:

Summer of Service
Duke University
Box 95833
Durham, NC 27708

The number of organizations who receive student interns will depend upon demand and availability of funding.