



## **Mary Lee's House Intern Application**

Send completed application to [rhering@maryleeshouse.org](mailto:rhering@maryleeshouse.org)

Applications that are submitted after the deadline, are incomplete, or do not include a resume will not be considered.

**We are currently accepting applications for SPRING 2023.  
Deadline for application to be submitted is December 1, 2022, decisions will  
be announced by December 8, 2022.**

**Summer 2023 application will open February 1, 2023**

Mary Lee's House is Hillsborough County's first and only Child Advocacy and Protection Center. Before Mary Lee's House, key investigative medical, legal, and mental health providers for children who were abused or neglected were spread throughout all of Hillsborough County. In 2002, the planning for a child advocacy and protection center in our community began with the collaboration of child welfare system stakeholders and community partners.

Representatives from the USF Child Protection Team, Children's Advocacy Center, Corbett Trauma Center, and Health Start Coalition of Hillsborough County came together to develop a way to co-locate specialists and work together. In October of 2008, Mary Lee's House opened its doors to the children of Hillsborough County. It is a community collaboration of governmental entities, private donors and public agencies, brought together to provide the best protection for the children of our community all "under one-roof".

Mary Lee's House has 2,500 children pass through our doors every year to receive support and services from our collaboration agencies. It is through this unique structure that we are able to better serve the children, educate the public and prevent abuse in our community. Our space is welcoming and trauma informed to create a safe environment for every child that comes into our house.

### Intern Description:

As an intern for Mary Lee's House, you will become a part of the Mary Lee's House (MLH) team. An Intern for MLH will be ready and excited to complete a wide variety and multiple tasks that may assist the team. This can range from:

- Front desk duties of answering phones and greeting clients
- Organization of items in the resource closets; clothing, toy, diaper, book, etc. •

Assisting clients with selecting needs from the closets

- Social media
- Helping with community outreach and awareness events
- Assisting with fundraising events.

This is an unpaid position, but can be used for class credit if approved by your university. Please note, this internship is not for someone looking for clinical hours, but someone who wants to learn more about the nonprofit sector, the child welfare sector, and what it is like to work with a nonprofit organization.

**Intern Requirements:**

- Mary Lee's House is open from 8:30- 4:30pm Monday thru Thursday and 8:30- 3:00 on Fridays. Some after hours opportunities will be available for events.
- Must be able to work a minimum of 15 hours per week
- Must be available to the entire semester: Spring (January - end April) Summer (May end of July) Fall (August- Winter Break)
- Must complete and clear level two background check -(no cost to intern)

**Application:**

*\*\*Please submit a copy of your resume along with this application\*\**

**Applicant Information:**

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Available: \_\_\_\_\_

Availability Per Week: \_\_\_\_\_

**References:**

*Please list two references within the past 3 years (non family)*

Full Name:

Relationship:

Email:

Phone:

Full Name:

Relationship:

Email:

Phone:

Application Questions

Why do you want to intern at Mary Lee's House?

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What skills do you want to gain from this experience, and what skills will you bring to Mary Lee's House?

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What makes a strong team?

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What does integrity mean to you?

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What is trauma informed care and why is it important?

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Is there any other information you would like us to consider?

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