



## Undergraduate Internship Program FAQs

### **How many undergraduate interns does JBFCS accept each semester?**

*JBFCS accepts 20-25 interns each semester.*

### **Do you offer summer internships?**

*Yes, we offer internships year round.*

### **I am only available for one month. Can I still volunteer?**

*Interns are asked to commit to a minimum of 8-weeks for a summer internship and 10-weeks for a fall/spring internship.*

### **Do you have evening and weekend opportunities?**

*Yes, we have residential programs in Brooklyn and the Bronx that are open in the evenings and on the weekends.*

### **Do you offer full-time internships?**

*No. All of our internships range from 2-20 hours/week depending on the assignment.*

### **Do you offer any paid internships?**

*No. JBFCS is unable to offer any kind of stipend at this time.*

### **Can I get school credit for my internship?**

*That depends on what your school requirements are. If you are doing this as part of a class, then there is not usually a problem. All other requests for credit would need to be discussed with the Internship Coordinator.*

*NOTE: If your school requires a signed agreement between the school and our agency, you would need to contact the Social Work Department at 212-632-4612 to see if they can accommodate your request.*

### **I am a Graduate Student; can I still do an internship with JBFCS?**

*If you are looking to get school credit or need a field placement, you must contact the Social Work Department at 212-632-4612. If you just want to get more experience on your own time, then we would be happy to try to arrange a placement for you.*

### **What kind of supervision do you offer?**

*Every volunteer has an on-site supervisor that will help coordinate your experience and is available for support and questions. The Volunteer Services Internship Coordinator also maintains contact with you throughout the semester and is always available should any questions or issues arise.*

### **Your address is listed as 120 West 57<sup>th</sup> Street in Manhattan. Is that where I will be volunteering?**

*It depends on your interest. Only a handful of internships are located in Manhattan. Most of our internships are located in Brooklyn and the Bronx.*

### **How do I apply for an internship?**

*You will need to submit a volunteer application (which you can obtain by calling 212-632-4687 or emailing [volunteer@jbfcs.org](mailto:volunteer@jbfcs.org)). On the application, you will need to provide the names of two people we can contact as references. We strongly suggest that you provide their email addresses as this will speed up the process. Once your application is received, a short form is sent to the people you listed as references. We wait until that form is sent back to contact you for an interview. Once your placement is determined, you will need to set up a confirmation interview with the site supervisor. Additionally, you may need to submit to further background checks such as fingerprinting, which will need to be completed before you can begin an assignment.*

### **How long does the application process take?**

*We recommend that you allow 4-6 weeks to complete the entire application process.*



**Do I have to complete the SCRC form?**

*If you think you want to work with children under the age of 18, then the SCRC form is required.*

**What if I lived out of the country, do I need to include those addresses?**

*You must list all of your U.S. addresses starting from the present and going back to the time that you were 18. If you are from another country or lived abroad at any point, you should include the city and country and the dates you lived there.*

**I submitted my application but I haven't heard anything for a few weeks, what should I do?**

*If you have not heard from us, you should first contact your references to find out if they received and sent back the form, then you should call the Volunteer Services Internship Coordinator to check on the status of your application.*

**I need to secure housing in NYC for the summer. When will I know if I've been accepted as an intern?**

*No one is accepted as an intern before they complete the interview process. If you have a deadline approaching and have not yet had an interview, please call the Volunteer Services Internship Coordinator to follow up on your application.*

**Further questions should be directed to:**

JBFC Internship Coordinator  
Volunteer Services  
120 West 57<sup>th</sup> St, 2<sup>nd</sup> Floor  
New York, NY 10019  
Tel: 212-632-4687  
Fax: 212-632-4795  
[volunteer@jbfcs.org](mailto:volunteer@jbfcs.org)  
[www.jbfcs.org](http://www.jbfcs.org)