

Helping Hands Therapeutic Riding Center

2012 Internship Guidelines

As part of the mission of Helping Hands Therapeutic Riding Center to be an educational resource, we offer program internships to those candidates who are qualified under the following guidelines:

- The candidate agrees to and abides by the Helping Hands Therapeutic Riding Centers policies and procedures and the Helping hands Therapeutic Riding Centers Code of Ethics for employees
- The candidate is at least 18 years of age
- The candidate agrees to work at least 15 hours per week.
- The candidate agrees to complete all assigned tasks, within the deadline and with minimal supervision
- The candidate agrees to attend assigned extra-curricular meetings and events.

In return Helping Hands Therapeutic Riding Centers will provide the following:

- A staff member as a mentor
- Educational opportunities to learn all about the general aspects of the therapeutic riding industry.
- A regular schedule of meetings, classes, and job specific opportunities
- Regular performance evaluations with written evaluations
- Opportunities for observation of therapy classes
- Opportunity to assist in other areas of the program as requested including marketing, recruitment and training volunteers, assist with special events and fundraising, feeding and/or care of program horses, or other aspects relevant to the candidates internship
- Completion of all paperwork as provided by the intern to receive college credit for the internship
- If you are applying for the PATH Instructor Certification:
- Guidance toward PATH certification, including personal riding skill and evaluation.

HHTRC Internship Information

The website contains a listing of internship opportunities by participating during HHTRC program year.

Eligibility

Undergraduate interns must be currently enrolled in a college or university. Graduate interns must be currently enrolled, or accepted in, a graduate program.

The Application Process

Internships are administered by the Executive Director only.

Applications should be sent to cconnelly@hhtrc.org or mailed to:

HHTRC

Attn: Janelen Cappo

32808 E Stringtown Road

Greenwood, MO 64034

HHTRC Internship Application

Please print only

Type of internship for which you are applying (circle one): Summer or Winter

General Information:

Name: _____ Birth date: _____

Sex: _____ Male: _____ Female: _____

Are you currently a legal citizen of the United States? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

If yes, please explain:

Address:

Street: _____

City: _____ State: ____ Zip: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

College/University currently attending: _____

School Website: _____

Faculty Advisor: _____

Phone: _____ E-Mail: _____

College courses you have taken relevant to your internship (please list full course title, not number)

Are you willing and physically able to handle physical labor, walk a part of the day, work in all weather conditions and lift at least 40lbs? _____ Yes _____ No If No, please explain:

How many hours are you available per week (15 minimum)? _____

Are there any days/weeks off that you will need?

What days and times are you available to work?

Do you smoke? _____ Yes _____ No

Do you have any animal or outdoor allergies? _____ Yes _____ No

If Yes, Please explain:

Do you have health insurance? _____ Yes _____ No

Please answer the following questions on a separate sheet of paper

1. Why do you want to take part in HHTRC's internship program? How does it fit into your future career goals?
2. HHTRC is in the public eye every minute of every day, so it is extremely important that we maintain a high level of expectations when it comes to staff and interns' work ethic, attention to detail, and responsibility to our program and horses. What characteristics do you possess that make you qualified to be in our program and trusted with the lives and well-being of our children and horses?
3. While our main goal is to provide therapy to children with special needs, there are some that we simply cannot assist. How would you handle telling a parent that you could not help their child with disabilities?
4. We receive many visitors from the general public coming to our farm for tours, orientations, appointments, donations, etc. It is important to present HHTRC in a very courteous and professional manner, and in a way that will promote attention and funding. Do you see yourself as suitable for presenting HHTRC in such a way? Please explain.
5. Please explain how you found out about our internship program
6. Is there any other additional information that you would like to share with us?
7. What difference will you make to the lives of children with disabilities while here?

Please list references (professional and/or academic):

Reference #1 Name: _____

Phone: _____

E-Mail: _____

Relationship: _____

Reference #2 Name: _____

Phone: _____

E-Mail: _____

Relationship: _____

- Please fax or mail your application to the address listed on the first page.
- If you have additional questions about a possible internship please call the HHTRC Executive Director Janellen Cappo at 816.463.9548

Internships may be terminated at any time by either the intern or Helping Hands Therapeutic Riding Center, and must be accompanied by a written statement for the reason of termination. Helping Hands Therapeutic Riding Centers will not be liable for the college credit or the grades received by the intern for the internship. Helping Hands Therapeutic Riding Center will only offer Pass/Fail as requested by the college or institution requesting.

By signing this application, I am acknowledging that I understand and am willing to respect the duties of a HHTRC Intern. I agree to abide by and respect all policies, procedure, and philosophies of HHTRC. I also acknowledge that I am aware that the internship I am applying for may be compensated by travel expenses only.

Signature Date
