



Early Care & Learning Council

The Early Care & Learning Council is a statewide, not-for-profit, membership organization that works to increase the quality, affordability, and capacity of the early care and learning field and does so through training and technical assistance, data management and advocacy initiatives. Our programs are provided to and in partnership with our network of local Child Care Resource & Referral (CCR&R) programs across New York State.

The mission of the Early Care & Learning Council is to promote excellence in early care and education with equal access for all families. The Council does this primarily through the support of and in partnership with a strong network of community-based organizations that provide CCR&R services. Our vision is that all New Yorkers will have affordable child care choices that optimize the education and healthy development of children and promote strong families and communities.

Our programs include:

- **CCR&R Project** supports CCR&Rs through training and technical assistance in technology, data collection and documentation, sound business practices, policies and procedures, strategic planning, marketing and staff development.
- **Infant/Toddler Project** works statewide to elevate the importance of the first three years of life and to improve the quality of child care for babies, toddlers and their families.
- **Early Care Management Training** provides training and technical assistance designed to help educate child care center directors on management related issues.
- **NAP SACC** is designed for child care centers to improve their nutrition and physical activity environments, policies and practices through self-assessment, action planning, staff training and targeted technical assistance.
- **Consultant Services** is building stronger early care and education organizations throughout the state with a focus on developing leaders and delivering diversity training.
- **Data Services** raises the capacity of New York State's CCR&Rs in data collection and usage and provides information to policymakers to improve the well being of New York State's children and families.
- **Policy Initiatives** aim to improve the quality of early care and education programs in New York State. The Early Care & Learning Council is one of four co-conveners of Winning Beginning NY – a statewide coalition working to inform policy makers and the public.

To learn more about the Early Care & Learning Council, visit our website at www.earlycareandlearning.org

Internship Experience

Early Care & Learning Council is looking for motivated and committed undergraduate or graduate students to work on different projects. Responsibilities of an intern will vary depending on the length of internship, curriculum requirements, and areas of interest. Interns will be an active participant in developing their internship experience.

Interns work under the supervision of professional staff and carry out a variety of tasks as needed. Strong writing, analytical and reading comprehension skills are important. Excellent organizational skills and computer skills are desirable. Internships are unpaid, however, there may be a possibility of a small stipend depending on fiscal resources.

The following is a list of possible activities and functions of the Council intern that will be carefully matched to the strengths and interests of the interns. All interns participate in the daily operations of the agency and understand that this includes necessary office tasks and paperwork.

RESEARCH & EVALUATION

- Participate in program monitoring or evaluation visits and assist in the documentation process
- Prepare materials to evaluate programs and services
- Review and synthesize literature, manage and analyze data, and develop manuscripts
- Research and prepare foundation support information for raising additional dollars
- Design and implement a research project or data collection report with Council staff that provides statistical research experience. Examples for available areas of research include: attendance, parent involvement, star ratings, demographics, success rates and budget issues

NONPROFIT MANAGEMENT

- Board policy and administration; policy research and development
- Early childhood research
- Advocacy and public policy
- Grant research and development
- Resource development and fund development
- Public relations and marketing including product development
- Contracts and Human Resources

PLANNING AND COORDINATION

- Plan and implement a program or activity(s) under supervision
- Plan, develop and implement a statewide community service project(s):
 - Expose the community to early childcare concerns
 - Develop community ties and volunteer participation
- Plan and implement programs and/or activities that encourage further understanding of the Council's goals
- Design and implement programs and/or activities to encourage intercultural awareness and tolerance

How to Become an Intern

The first step to becoming an intern is to complete an application form to express an interest in being an intern. The next step is to submit the following materials listed on this page and set up an appointment with the Executive Director and/or designee. The initial interview will give you the opportunity to express your interest in the program and outline your goals as a prospective intern. Keep in mind that your internship is an arrangement between you and the Council. Your experience is meant to help you gain valuable work experience and job-related skills. Your experience will be based on the length of your internship, your curriculum requirements, as well as your interests. If you choose to work with the Council, you will be assisting the staff in carefully matching your responsibilities to your strengths and interests. Feel free to contact the office for any additional information. Good luck in your search for the ideal placement.

Please submit:

1. Cover letter addressed to Council's Executive Director:
 - Your cover letter will serve as your writing sample, allowing you to display your writing skills while also telling us who you are and what we should know about you. Note that the questions below are merely guidelines; each question does not require a thorough answer, and your letter does not need to follow this particular format.
 - Why do you want to intern at Early Care & Learning Council?
 - What prior skills, knowledge (including course work) and work experience are relevant to the internship position? Examples might include your relevant courses or academic work; office experience; serving children or working on their behalf; active involvement with campus or community organizations.
 - If applicable, how do you hope to continue working with or on behalf of children in the future? Include your immediate post-internship plans as well as your longer-term career and/or academic goals.
 - What do you hope to learn or gain from your internship experience?
2. Internship Application
3. Resume (one page preferred)
4. Reference List:
 - List two references: Name, affiliation, postal address, current phone number and email address (if available) or submit two letters of recommendation.

Submissions can be made

- by email at info@earlycareandlearning.org or
- by fax at (518) 690-2887 or
- by ground mail at Internship Application, Early Care & Learning Council, 230 Washington Avenue Extension, Albany, NY 12203.

General Expectations of Interns

The following is a general description of the expectations for Early Care & Learning Council interns.

Maintain a professional manner:

- Submit a regular schedule
- Refrain from using slang and inappropriate language
- Dress appropriately
- No smoking
- Report on time; call if you are unable to attend
- Protect confidentiality at all times
- Work as a team player

Be involved and active in the Council:

- Attend and participate in staff meetings, if applicable
- Formally present programs and/or activities you have developed or been involved with
- Become familiar with the roles of the professional and paraprofessional staff at Early Care & Learning Council
- Become familiar with all aspects and services provided by Early Care & Learning Council
- Become aware of community services, resources and educational facilities available to program participants

Remember to:

- Be creative and enthusiastic; suggest new things
- Remain focused on Early Care & Learning Council's goals and attentive to the Council's needs
- Consider the physical, mental, social, and emotional needs and/or limitations of projects.



early care &
Learning COUNCIL
New York's child care resource network

Internship Application

Date: _____

Name: _____

Phone: _____

Address: _____

Email: _____

Best times to contact you: _____

School: _____

Expected date for graduation: _____

Major/Minor: _____

Degree pursuing: _____

Will you receive academic credit as an internship? _____

Semester(s) applying for: _____

Area(s) of interest from "Internship Experience" section: _____

Preferred start and end dates of your internship experience:

Start: _____

End: _____

Number of days/hours available each week: _____

Do you need a decision by a specific date? When? _____