



Internship Application – Lancaster County

Compass Mark welcomes students interested in internships who are pursuing a bachelor's or master's degree in education, sociology, social work, public health, psychology, or a closely related field.

Internship positions are currently available at the Lancaster office:

- Open year-round
- Unpaid
- Part-time (minimum 10 hours per week)
- OR full-time
- Full semesters

We provide both shadowing and hands-on experience as much as possible, granting interning students the opportunity to help with organizational operations.

Interning students may work with the following programs:

- [School Programs](#) (for master's-level interns only)
- [Skills for Life](#)
- [Leaders of Future Generations](#) (after school)
- [Families Forward](#) (supporting incarcerated parents, their children, and caregivers)

Interested students should email the following items to apply:

1. Brief letter of introduction and interest
2. Resume
3. Copy of most recent college transcript
4. A copy of the syllabus, summary of course, or internship requirements, if applicable
5. Intern application below

Eligible students will be interviewed by the supervisor(s) overseeing the internships(s) for that semester. Student interns will need to submit to a Pennsylvania Criminal Record Check (PATCH), Pennsylvania Child Abuse Clearance (CY113) and an FBI History Check (Fingerprinting).

Questions and completed application should be emailed to Staci Strauss, program assistant:

sstrauss@compassmark.org

Name: _____
Last First MI

Current Address: _____
Street Address

City State Zip code

Phone: _____ **Email:** _____

Are you 18 years of age or older: Y N

College/University	Years Completed	Diploma/Degree	Anticipated Graduation Date

Bilingual? Y N If Yes, language(s) spoken: _____

Area of Study/Major: _____

Semester(s) Requested: Fall _____ (yr) Spring _____ (yr) Summer _____ (yr)

Internship Information:

Number of weeks: _____

Number of hours per week: _____ (minimum of 10)

Approximate start date: _____ Approximate end date: _____

Please indicate the times you would be available for an internship (if known):

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning					
Afternoon					

Note: Most internship hours occur M-F, 9am-5pm, but there are occasional evening & weekend opportunities. **Comments:**

Each semester, you will have the opportunity to intern in one or two areas in Lancaster, as follows. Please indicate the program/s for which you would like to be considered, if known:

[School Programs](#) & [Skills for Life](#)

[Families Forward](#)

Is this internship a course for which you will receive credit (requirement)?

Y N

Name & title of professor or coordinator overseeing internship (if applicable):

Email: _____ **Phone:** _____

The above statements are true and correct to the best of my knowledge. I hereby give Compass Mark the right to make a thorough investigation into my education. I release from liability all persons, companies, and corporations supplying such information and indemnify and hold Compass Mark from any liability which might result from such an investigation.

Prior to beginning an internship with Compass Mark, all candidates are required to provide the following three background clearance certificates as described within the Child Protective Services Law of Pennsylvania: Pennsylvania Criminal Record Check (PATCH), Pennsylvania Child Abuse Clearance (CY113), and FBI History Check (Fingerprinting).

Signature

Date

Application packets should be emailed to Staci Strauss, administrative coordinator:
sstrauss@compassmark.org

As an Equal Opportunity Employer, Compass Mark will not discriminate against any employee, applicant for employment, independent contractor, or any other person for any reason.

Compass Mark complies with all federal regulations against discrimination. All qualified applicants will receive consideration for employment or internship, and Compass Mark will adopt policies based on legal compliance, universal fairness, and merit-based practices.