



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	Pearl Buck Center Incorporated
Street Address	5100 W. Amazon
City, State Zip Code	Eugene, Or 97405
Web Site	www.pearlbuckcenter.com

Contact Information

Site Supervisor	Dena Amend
Title	Development Director
Work Phone	345-8506
E-mail Address	damend@pearlbuckcenter.com

Description of Organization: Summarize mission, size of organization, and work environment.

(No more than 100 words)

Pearl Buck Center creates opportunities and provides support to individuals with developmental disabilities, their children and families to promote independence and active participation in the community. Over 400 individuals access adult vocational or preschool program and family services at Pearl Buck Center. The agency employs a staff of over 50 individuals to meet its mission.

The Life Enhancing Activities Program (LEAP) offers clients with various levels of developmental disabilities the opportunity to participate in activities that enhance the quality of their lives. Currently LEAP consists of 30 clients and 9 staff. Through community integration outings, LEAP participants are active members of the world they live in. This program is directed by individual choice, challenges and fun.

Internship Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. **If your description exceeds 200 words, attach a separate sheet.**

The student will work in the LEAP program doing research, program development, administration and documentation of programs that will improve the quality of life for the clients in the Life Enhancement Activities Program (LEAP). Depending on the personal interest and knowledge of the student this may include but not be limited to the arts, music, and dance.

Another potential project is the research, development and implementation of a mentorship program for staff and clients in the LEAP program

A Third project would be the research and administration of a stress reduction program for the staff of LEAP.

Minimum Qualifications: Describe the general knowledge and skills required (approximately 40 words). Indicate if a particular skill is preferred or required.

General knowledge and skills required: Excellent organizational skills, the ability to plan and manage time, ability to work independently and maintain confidentiality. Most importantly the ability to relate to the client and embody the mission of the organization.

Hours: The academic term is 10 weeks.

Anticipated hours/week: max. allocated with the program ?

Pay: Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

Yes

Hourly Wage:

Stipend:

No

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates **your deadline** for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) Summer (May 15) Ongoing

Student Application Procedure & Deadline

E-mail résumé to site supervisor

Phone call to site supervisor

Other:

Application Deadline: open