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# Internship Application

Rebound of Whatcom County is a faith-based 501(c)3 Non-profit organization, whose mission is to connect, empower, and restore vulnerable kids and families.

Rebound is committed to providing supportive programs, relationships, and resources that promote the holistic health of families of all faiths in Whatcom County.

## FOR OFFICE USE ONLY:

Application Rec'd: \_\_\_\_\_

Program Placement: \_\_\_\_\_

WATCH:  Refs:

Reviewed by: \_\_\_\_\_

First Serve Date: \_\_\_\_\_

# Rebound Internship Application

**\*Please attach resume with this application.**

*This application is to be completed by all those desiring an internship position involving the supervision or custody of minors. It is being used to help us provide a safe and secure environment for the children and families who participate Rebound programming.*

## PERSONAL INFORMATION:

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Mi

Address: \_\_\_\_\_  
Street City State Zip

Phone (H): \_\_\_\_\_ Cell: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Email: \_\_\_\_\_ What is the best way to contact you? \_\_\_\_\_

Marital Status: \_\_\_\_\_ # of children: \_\_\_\_\_ Ages: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

## INTERNSHIP INFORMATION:

*If you are using this internship to fulfill a requirement for a class please provide the following information:*

School: \_\_\_\_\_ Year in School: \_\_\_\_\_

Predicted Graduation Date: \_\_\_\_\_ Major: \_\_\_\_\_

Supervising Professor: \_\_\_\_\_

Supervisor Contact Info: \_\_\_\_\_

Desired Start Date & End Date: \_\_\_\_\_

Number of Hours Required: \_\_\_\_\_ per Week Month Quarter Other: \_\_\_\_\_

Additional Internship Requirements (if any): \_\_\_\_\_

**ADDITIONAL INFORMATION:**

**What are your passions or gifts that would contribute to the success of your internship with Rebound? What skills and experiences are you hoping to gain from this internship?**

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**What do you do to sustain healthy living and self-care?**

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**Tell us how you have worked with children and/or families previously:**

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**List any training or education that has prepared you to work with children and/or families:**

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**Do you have any medical training or are you CPR certified? \_\_\_\_\_**

**Have you worked in Rebound's programs previously? \_\_\_\_\_**

**For our evening Roots programs – do you have an Age/Grade Preference?**

Nursery/Toddler

Preschool K/1<sup>st</sup>

Grade 2<sup>nd</sup> & 3<sup>rd</sup>

Grade 4<sup>th</sup> & 5<sup>th</sup>

Middle School

Adults

**Local Personal References**  
(Must be over 18 years old and non-related to you)

*\* LinCS Service-Learning students please disregard this section*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email (preferred): \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email (preferred): \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Email (preferred): \_\_\_\_\_

Phone: \_\_\_\_\_

**The questions below are part of the process to help provide a safe and secure environment for our children. All information is held strictly confidential by Rebound staff. It is our desire to work with you to find a program that is fulfilling and suited to your strengths and experiences.**

Have you had any experiences that might make it difficult for you to work with children or families?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you ever been accused or convicted of the use or sale of illegal drugs?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you ever been hospitalized, treated for, or struggled with alcohol or substance abuse?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you ever been charged with a misdemeanor (excluding minor traffic violations) or felony?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Do you have any health issues that could cause difficulty in caring for children?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Have you ever been denied legal custody of your child/children in any legal proceedings including divorce decrees or settlements?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

We conduct a police background check on all applicants. Do you have any objections?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you answered yes to any of the above questions please explain (use separate sheet if necessary):

**Rebound must conduct a police background check on all applicants. Please provide the following info:**

**Birthdate:** \_\_\_\_\_ **Driver's License # & State:** \_\_\_\_\_

**License Expiration Date:** \_\_\_\_\_

### **Applicant's Statement**

I hereby authorize Rebound of Whatcom County to verify all information contained in this application with any references, my past or present employers, or any other appropriate personnel at my present or past employers, churches or other organizations and any individuals to disclose any and all information to Rebound of Whatcom County. I release all such persons or entities from liability that may result or arise from Rebound's collections of all such evaluations including background check or information or its consideration of my application.

I agree to follow the Policies of Rebound of Whatcom County and to refrain from unsavory conduct in the performance of my services on behalf of the organization.

I understand that the personal information will be held confidential by the professional Rebound staff.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## OUR MISSION

To **connect, empower, and restore** vulnerable children and families in Whatcom County

## OUR VISION

**Rebound's vision** is that children and families would thrive, succeed, and be active recipients and contributors in a supportive community. We are committed to providing programs, relationships and resource that create sustained, positive change.

## OUR CULTURAL VALUES

**Mission:** To seek the greater purpose and meaning in our work and maintain a Kingdom focus

**Integrity:** To display honesty, openness, fairness, and high professional standards while keeping promises, upholding ethical and legal conduct, and honoring Christ

**Teamwork:** To work openly and supportively with others toward a common goal and celebrating joint achievements

**Quality:** To understand and exceed the requirements of our families, our volunteers, and our supporters

**Innovation:** To transform new ideas into new action, valuing and rewarding creativity

By signing below, I acknowledge and affirm Rebound of Whatcom County's Mission, Vision and Cultural Values while interning with the organization.

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Print Name

Signature

Date

## Code of Conduct to Ensure Child Safety

### **Purpose of Policy:**

- To communicate Rebound's philosophy in terms of verbal and physical discipline
- To establish and maintain guidelines for interactions between program participants and staff
- To ensure the safety and integrity of each individual involved in Rebound's programs

### **Guiding Principles:**

All Rebound staff and volunteers are committed to interacting with each and every Rebound participant in a manner that is:

- Respectful: treating participants equitably regardless of race, gender, sexual orientation, religion, worldview, or socioeconomic status
- Safe: protecting the participant's emotional, mental, spiritual, and physical well being
- Supportive: providing participants with constructive interventions, through encouragement, care & consistency

***In order to insure the highest accountability, all Rebound staff, volunteers, and program participants must read and pledge to adhere to these policies.***

**Avoiding one on one:** Staff or volunteers may not be alone with a child where others cannot observe them. It is expected that there are ALWAYS two sets of eyes on everyone at all times.

**Line of sight:** Staff and volunteers are to always keep children in 'line of sight' supervision. (Being able to see and hear the youth at all times.)

**Restroom Supervision:** Staff and volunteers will stand by the bathroom entrance while children are using the restroom, making certain there is only one child per stall at all times. The same policy is observed on summer camp field trips. Parents are responsible for changing diapers and soiled clothing at Roots.

**Activities requiring privacy:** Staff and volunteers should conduct or supervise activities in pairs- e.g., attending to a child who has an accident, putting on bathing suits, or changing clothes. Younger children should be encouraged to change their own clothing as much as possible. Remember to always have two sets of eyes.

**Preventing Abuse:** Staff and volunteers will protect children from abuse by adults or other children including:

- o **Physical Abuse-** striking, spanking, shaking, slapping
- o **Verbal Abuse-** humiliating, degrading, threatening, hazing
- o **Sexual Abuse-** inappropriate touching or verbal exchange
- o **Mental Abuse-** shaming, withholding love, cruelty, hazing
- o **Neglect-** withholding food, water or basic care

**Respect and Non-discrimination:** Staff and volunteers will respond to children and adults with proper respect and consideration, treating all individuals equally regardless of sex, race, religion or culture.

### **Appropriate physical contact:**

- Staff and volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable, and will respect their right to say no.
  - Exception: if the child's behavior is a threat to the safety of themselves or others. In this case, only trained staff member(s) and trained volunteers will physically intervene if they are currently certified in Right Response de-escalation and restraint.
- Staff and volunteers will not touch children in areas of their bodies that would be covered by a bathing suit.
  - Diapering and changing soiled clothes will be done by the child's parent at Roots.
- Staff and volunteers may encourage contact that is positive, non-threatening, and cannot be misconstrued sexually.
  - For example: a pat on the back, high fives, and side hugs.
  - If a child initiates a front hug, respond but initiate release as quickly as possible.
- Staff and volunteers will refrain from prolonged or high-contact interactions. For example: lap sitting, carrying or holding.
  - Exception: A child may be carried if he/she is three years old or younger, is injured, or needs to be relocated to a safe place to de-escalate.
- Staff and volunteers will refrain from interactions with children that may result in injury or overstimulation. For example: pillow fights, tickling, wrestling matches.
- In the event that one-on-one contact cannot be avoided, another adult staff member will be notified when, where, and for how long the contact is occurring.

**Signing out:** Staff and volunteers are to release children only to the individuals listed on the transportation information form. If you have any questions, please see site director. Staff will be notified IF there is a special circumstance to be aware of in their group.

**Displays of affection:** Refrain from intimate displays of affection towards other staff or volunteers in the presence of children, parents, or staff.

**Substance abuse:** Using, possessing or being under the influence of alcohol, cannabis, or illegal drugs during work hours is prohibited and will result in immediate dismissal.

**Tobacco:** Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.

**Mandatory reporting:** When a child discloses information that constitutes mandatory reporting, volunteers report to the Rebound staff and assist in all necessary documentation and reporting. No one can tell you to not report something, however, if you decide to report on something that occurred as a volunteer for Rebound or as paid staff of Rebound, you must notify the Program Director.

**Non-program contact:** Contact with children by volunteer/staff outside of programming time must be brought to the attention of Rebound staff and deemed ok by the legal guardians of the child.

### **Background Check Procedure:**

All staff and volunteers must complete and pass an annual background check before working with Rebound. Background checks include but are not limited to: Washington State Patrol WATCH Report, National Sex Offender database, phone call to references.

Furthermore, Rebound will conduct face-to-face interviews and reference checks for all employees and volunteers when appropriate.

### **Sexual Abuse Prevention**

Recognizing and preventing sexual abuse in children is of utmost importance to us. We partner with Brigid Collins and offer their Stewards of Children "Darkness to Light" Sexual Abuse Prevention seminar to all our staff and volunteers. If you have not taken the class we recommend that you do and that you renew every year.



**Behavior Monitoring & Review**

All staff and volunteers are responsible for monitoring behavior and interactions at Roots and/or Ray of Hope summer camp. Administrative staff will conduct regular and random observations of groups and classrooms so as to get a clear picture of how individuals are interacting. If you observe any of the inappropriate or harmful behaviors listed, immediately report them to Program Coordinator and he/she will document said reporting.

**Social Media**

All staff and volunteers are required to maintain an appropriate and inoffensive social media presence. Rebound staff and volunteers are representatives in the community, and anything posted on general social media is considered public record. Rebound reserves the right to dismiss staff and volunteers at their discretion, which can include in appropriate social media activity.

**Reporting structure**

Report immediately to a Program Director if there are any breaches in child safety or if there are any types of suspected or verified abuse. Staff will then review and take any needed action that is required. All reports made will be documented reviewed carefully.

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Printed Name Date

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Signature