

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2010**

Organization Name: Foreverfamily, Inc. (Ff National)

Address: 387 Joseph Lowery Blvd., Atlanta, GA 30310

Foreverfamily Atlanta (local affiliate of national organization)

Address: 765 McDaniel Street
Suite 3104
Atlanta, GA 30310
404/658-9606

Foreverfamily Louisville (out of state affiliate of national organization)

Address: 1615 Maple Street
Louisville, KY 40210
502/262-4099

Mailing Address (if different):N/A

Foreverfamily National

387 Joseph Lowery Blvd.
Atlanta, GA 30310

Phone: 404/223-1200

Fax: 404/223-1010

Web site: www.foreverfam.org

Internship Supervisor: Sandra Barnhill, National President

Supervisor's contact information including e-mail.

sbarnhill@foreverfam.org

678/575-3961 (c)

404/223-1200 (o)

Organization's Mission Statement:

To inspire hope in children of incarcerated mothers and fathers, to help the children become successful adults, to strengthen their families and to share our considerable experience with communities worldwide to do the same.

Listed below are the 5 core values which, along with the mission statement, are central to everything the organization does:

Core Values

- **VOICE FOR FAMILIES.** The voices of women, men, children, and families are central to the development of solutions, policy, and social change around issues of families and incarceration. Foreverfamily’s own policy and program development and evaluation incorporate these voices and its decision-making keeps family needs and concerns at the center.
- **LEADERSHIP.** Foreverfamily provides leadership **locally and nationally** for families affected by incarceration and promotes leadership development as an organizational priority for staff, Board, and FOREVERFAMILY participants (families, volunteers).
- **ACCOUNTABILITY.** Foreverfamily’s work must be results-oriented and effective. We hold one another accountable for our commitments and for high standards of quality performance reflective of a leading organization.
- **BRIDGE-BUILDING.** We must share our skills, insights, and talents with other programs, practitioners, policy-makers, family leaders, and advocates as a way to build bridges across constituencies and take Foreverfamily’s work to scale.
- **RESPECT.** Everyone involved with FOREVERFAMILY is a valuable member of the FOREVERFAMILY family and is treated with utmost respect.

Summary of organization’s primary programs and services: Foreverfamily works to ensure that, no matter what the circumstances, all children have the opportunity to be surrounded by the love of family. We focus our efforts on some of the most marginalized children in our society—those with an incarcerated parent or parents—and support them as they, their parents, caregivers and extended families work to remain a family.

With an innovative intergenerational approach, Foreverfamily addresses the full range of issues these children will face to make the biggest impact in their lives. We support *the children* with programs that help them do better in school, expand their horizons and help them feel less alone. We support *grandmothers and other caregivers* so that they stay strong and raise the children with love. Our programs for *parents* improve behavior in prison and increase their chance of getting jobs and staying out of prison when released.

Intern’s title: Summer Intern

Internship project/job description: The intern will support one of our most critical programs: **Family Visitation**. Family Visitation includes monthly trips for children to visit their incarcerated parents at two women’s prisons and a transitional center for men. In addition to family visits, this program also has seminars inside the prison for incarcerated parents.

Goal: To provide the children the opportunity to visit with their parents and to help to make the experience a pleasant one by providing support and activities.

Description: Foreverfamily provides the children with an opportunity to go and visit their parent's in prison, by picking the children up from their homes or having them dropped off at the Foreverfamily House and transporting them to the prison. The two main prisons that Foreverfamily provides transportation to (Arrendale & Pulaski) which are 1.5 hrs and two and a half hours away respectively. The children are provided with snacks and activities on the trip. Ff also has a Family Visitation Program in the Dismas Portland Transitional Center which is a male facility. We do not transport the children to the facility. Their caregivers and family members bring them to the transitional center to participate in our structured visit.

The intern will give primary leadership to our Family Visitation Program and will handle every aspect of the program including but not limited to:

1. Conducting intake on new families which includes a home visit
2. Contacting current caregivers and families to ascertain whether they want to attend a prison visit.
3. Transporting children and caregivers to and from the center and to and from the correctional facility.
4. Interacting with prison administrators to setup the visit
5. Meeting one-on-one with incarcerated parents prior to the visit
6. Assisting with all administrative aspects of the program including case management and inputting family data in the database.
7. Planning activities for the bus ride to the prisons
8. Conducting orientation and training for new volunteers
9. Supervising volunteers on the trip
10. Connecting with families after the trip if there were issues on the bus or inside the prison with the children and/or incarcerated parent
11. Assisting with grant writing for the Family Visitation Program
12. Speaking publicly about the Program and the work of the agency at meetings, workshops and conferences

Qualifications: the intern must:

1. Be currently enrolled and in good standing at their college or university
2. Have completed at least their sophomore year of college
3. General skills of program planning and implementation
4. Ability to interact with people from various walks socioeconomic levels.

Other requirements for position (security check, drug screen, immunizations) The intern will have to complete a Criminal Background Check (see the attached authorization form), participate in 4 hours of training: 2 hr employee orientation session and a 2 hr agency orientation.

Will the internship require that the student have a car?

No, the intern is not required to have a car but they must have a valid Georgia Driver's License and be able to drive one of our agency vehicles.

Is placement site accessible by public transit or other transportation options?

Yes, our headquarters is located near the Vine City train station and can be accessed by several Marta bus routes.