

Internships Available!



Become a Health & Safety Instructor!

**Perfect for medical and education students
or anyone who wants to make a difference!**

Benefit #1: There is no cost to you! Get free American Red Cross CPR/AED, First Aid and Instructor training.

Other benefits include building your resume, a flexible schedule in a fun environment and the chance to enhance your knowledge – all while preparing your community with valuable life-saving skills!

Details:

- Complete internship packet and interview
- Commit to a minimum of 125 volunteer hours within a timeframe determined by student and Red Cross staff; generally one semester, averages around one class per week
- Complete instructor training

To apply or for more information, contact
Brittany Rhyne, Health & Safety Associate, at
858-309-1474 or brittany.rhyne@sdarc.org



Health & Safety Instructor Internship: Job Description

Title:

Health & Safety Instructor Intern

Department:

Health & Safety

Supervisor:

Brittany Rhyne, Health & Safety Associate
858-309-1474; brittany.rhyne@sdarc.org

Location:

San Diego (Kearny Mesa) Headquarters, WIC Oceanside and/or South Bay Community Center in Chula Vista

Description:

Under the general guidance and direction of supervisor, the intern is responsible for instruction of Health & Safety courses.

Responsibilities and Duties:

- Teaches assigned education programs arranged by the Health & Safety Department and evaluates skill level of students participating in course per National ARC guidelines.
- Ensures all materials needed for each class are in place and room is set-up properly before class begins
- Maintains current Red Cross Instructor Certification for all programs eligible to teach
- Is responsible for contacting duty phone as appropriate in an emergency or inappropriate situation, or other occurrences as instructed
- Seeks to provide excellent customer service
- Markets, sells and/or promotes American Red Cross safety-related products
- Advises and consults with the department to determine community needs and the best method of expanding or initiating programs
- Assists in the Chapter plan to meet all National and/or local departmental "standards of excellence" and indicators of Chapter performance

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

Skills and Qualifications:

The ideal intern will:

- Have excellent interpersonal and communication skills
- Have the ability to manage conflicts and stressful situations in a positive manner
- Be flexible and reliable
- Have great customer service skills
- Have the ability to read the audience and adapt teaching methods to motivate students and enhance participation
- Have good public speaking skills
- Enjoy working with diverse groups of people

Bilingual English/Spanish is a plus.

Training:

- American Red Cross CPR/First Aid training (strongly recommended)
- Fundamentals of Instructor Training (FIT, 5 hours)
- Lay Responder Instructor Course (LRIC, 21 hours)

Expectations:

- Minimum of 125 hours within determined timeframe, generally one semester; hours include FIT and LRIC training
- Conducts business and acts in a manner that minimizes risk to the chapter and corporation and promotes a safe and healthful work environment.
 - o Knowledgeable of the Chapter's Workplace Illness and Injury Prevention Program, Emergency and Evacuation Plans, and other pertinent safety regulations
 - o Participates in appropriate training programs related to safety and risk management issues. Records are kept of participation.
 - o Identifies possible risks to the corporation, takes reasonable immediate action to remedy the situation and reports risks to the Department Director.
 - o Potential problems are identified early and corrective action is taken to resolve them.
 - o Adequate safeguards, safes, locking arrangements, etc. are utilized for the protection of Red Cross property, including inventory items.
 - o The department is maintained in good repair and in a clean, safe and orderly condition consistent with Chapter standards.

Schedule:

Flexible – daytime, evening and weekend opportunities are available.

Physical Requirements:

*When a physical requirement is described as **rarely**, it means less than 5% of the shift is spent in this activity; **occasionally** means 6% - 33% of the shift is spent in this activity; **frequently** means 34% - 66% of the shift is spent in this activity; **continuously** means 67% or more time during a shift is spent in this activity.*

This position typically requires typing or data entry **rarely** using a computer keyboard. This position also requires the ability to walk, climb, bend and kneel **frequently** and to sit and stand **continuously**. The daily responsibilities of this position will require the ability to lift, carry, push and/or pull up to 20 pounds **occasionally**. The position also requires the ability to reach above shoulder level **occasionally** and below shoulder level **continuously**.

Work Conditions:

The San Diego/Imperial Counties Chapter of the American Red Cross maintains a Drug Free Workplace in compliance with the federally mandated Drug Free Workplace Act. Be advised that some American Red Cross positions require pre-employment physical examinations and drug and alcohol screening as a condition of employment.

The American Red Cross maintains a smoke-free work environment. Smoking is not permitted in any Red Cross facility or vehicle.

Equal Employment Opportunity Policy Statement:

The San Diego/Imperial Counties Chapter of the American Red Cross, in recognition of its responsibilities to its volunteers, its staff and the community it serves, affirms its policy to assure fair and equal treatment in all its employment and volunteer recruitment and placement practices, for all persons. The Chapter shall strive to recruit and maintain a workforce that is representative of the communities of San Diego and Imperial Counties.

The Chapter will not discriminate on the basis of race, color, sex, sexual orientation, religious creed, national origin, citizenship, age, ancestry, pregnancy, marital or veteran status, medical condition, physical or mental disability or any other characteristic as established by law.

VOLUNTEER APPLICATION



**American
Red Cross**

San Diego-Imperial Counties Chapter

Phone: (858) 309-1200

Fax: (858) 309-1284

Website: www.sdarc.org

E-mail: redcross.volunteer@sdarc.org

Our Mission: *The American Red Cross, a humanitarian organization led by volunteers, guided by its Congressional Charter and the Fundamental Principles of the International Red Cross Movement, will provide relief to victims of disasters and help people prevent, prepare for, and respond to emergencies.*

Thank you for your interest and support. ARC respects the confidentiality of the information provided in this application

CONTACT INFORMATION (PLEASE PRINT)

Today's Date _____ Legal Last Name: _____

Legal First Name: _____ MI: _____ Preferred First Name: _____

Home Address: _____
Street Apt/Suite# City State Zip Code

Mailing Address: _____
Street Apt/Suite# City State Zip Code

Home Phone: (_____) _____ Work Phone: (_____) _____

Cell Phone: (_____) _____ Primary Phone Number: Home Work Cell

E-mail (**important**): _____

Birth date: ____/____/____ (If not over 18, ARC needs Guardian/Parent Written Permission)
Month Day Year

Male Female Special Needs: Identify accommodations required _____

THE FOLLOWING INFORMATION IS OPTIONAL

This helpful information is for Red Cross Statistical purposes only.

Ethnicity (check one):	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African - American
	<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White
	<input type="checkbox"/> Two or More Races not Hispanic or Latino		
Age (check one):	<input type="checkbox"/> Youth (ages up to 18 years)	<input type="checkbox"/> Young Adult (19-25 years)	
	<input type="checkbox"/> Adult (26-64 years)	<input type="checkbox"/> Senior (65 years & older)	
Military Service	<input type="checkbox"/> Disabled Veteran	<input type="checkbox"/> Disabled Vietnam Veteran	<input type="checkbox"/> Vietnam Veteran <input type="checkbox"/> Veteran –

AVAILABILITY ()

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

FOREIGN LANGUAGE SKILLS

Language: _____ Write Fluently Speak Fluently

Language: _____ Write Fluently Speak Fluently

AREAS OF INTEREST (one or more)

Disaster Services Red Cross Clubs Speaker's Bureau Health & Safety Instructor Disaster Instructor

WIC Service to the Armed Forces Military Volunteer Office/Front Desk Support Other _____

BACKGROUND INFORMATION

Occupation: _____ Education: High School College Graduate School

Currently employed? Yes No Position/Title: _____ Employer _____

Have you ever volunteered? Yes No If yes, name of organization _____

Volunteer jobs performed: _____

Have you volunteered with the American Red Cross before? Yes No Chapter? _____

How did you hear about volunteer opportunities at the American Red Cross?

Community Event Friend/Relative Internet Newspaper Volunteer Agency Other _____

Why do you want to volunteer? To Serve School Credit Court Ordered Other _____

Briefly, why do you **choose** to volunteer for the American Red Cross? _____

EMERGENCY CONTACT INFORMATION

Name _____ Relationship _____

Phone (_____) _____ Cell Phone(_____) _____

Professional License (e.g. RN/PSY/LCSW/MD) # _____ Issuing State _____ Exp. Date _____

Have you ever been convicted of any offense other than a minor traffic violation? Yes No

Have you been convicted of a felony? Yes No

If yes, please explain (date, violation, reason): _____

VOLUNTEER AGREEMENT

I have given the above information voluntarily, and I certify that all statements and representations are true and correct.

I understand that all Red Cross staff (paid and volunteer) must complete a background check.

I understand that an application is not a guarantee of acceptance and that in case violations of the SDARC code of conduct and policies, I can be dismissed as a volunteer.

I do hereby give the American Red Cross permission to inquire into my educational background, driving record, employment, volunteer history, or police record. I further give permission to the holder of any such records to release the same to the American Red Cross. I hereby hold the American Red Cross harmless of any liability, whether civil or criminal, that may arise as a result of the release of this information about me. I further hold harmless any individual, agency, business, or corporation that provides information or documents to the above named American Red Cross unit.

I understand that the American Red Cross will use this information as part of its verification of my volunteer application. I understand that it will be used and disclosed for Red Cross purposes only. I understand that I will not be paid for my services as a Red Cross volunteer.

I have read, understand, and agree to fully abide by the SDARC volunteer personnel policies, protocols and codes of conduct. I have read, understand and agree to abide fully by the Red Cross mission and its fundamental principles and values.

Name (please print): _____

Signature: _____ **Date:** _____

The San Diego/Imperial Counties Chapter
Thanks You for Your Interest and Support.
Together, we can save a life.

SDARC VOLUNTEER AGREEMENTS

Email: Redcross.volunteer@sdarc.org + URL: www.sdarc.org + Phone: (858) 309-1200 + Fax: (858) 309-1284



San Diego/Imperial Counties Chapter
CONDUCT POLICIES

CODE OF CONDUCT

The American Red Cross is a not-for-profit charitable organization dedicated to providing services to those in need. The Red Cross has traditionally demanded and received the highest ethical performance from its employees and volunteers. In an effort to maintain the high standard of conduct expected and deserved by the American public and to enable the organization to continue to offer its services, the American Red Cross operates under the Code of Business Ethics and Conduct outlined below. All employees and volunteers are required to sign the Code of Business Ethics and Conduct form certifying that, in delivering Red Cross services and in all other Red Cross activities, they shall meet the following standards of conduct

Compliance Requirements. All employees and volunteers are required to comply with applicable federal, state and local laws and regulations and with American Red Cross corporate policies and regulations.

Actions Prohibited by the Code of Business Ethics and Conduct. No employee or volunteer shall engage in the following actions:

- a. **Personal Use.** Authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, services or property of the American Red Cross, except in conformance with American Red Cross policy.
- b. **Financial Advantage.** Accept or seek on behalf of or any other person, any financial advantage or gain of other than nominal value offered as a result of the employee's or volunteer's affiliation with the American Red Cross.
- c. **Red Cross Affiliation.** Publicly use any American Red Cross affiliation in connection with the promotion of partisan politics, religious matters or positions on any issue not in conformity with the official position of the American Red Cross.
- d. **Confidentiality.** Disclose any confidential American Red Cross information that is available solely as a result of the employee's or volunteer's affiliation with the American Red Cross to any person not authorized to receive such information, or use to the disadvantage of the American Red Cross any such confidential information, without the express authorization of the American Red Cross.
- e. **Improper Influence.** Knowingly take any action or make any statement intended to influence the conduct of the American Red Cross in such a way as to confer any financial benefit on any person, corporation or entity in which the individual has a significant interest or affiliation.
- f. **Conflict of Interest.** Operate or act in a manner that creates a conflict or appears to create a conflict with the interests of the American Red Cross and any organization in which the individual has a personal, business or financial interest. In the event there is a conflict, the American Red Cross has a structured conflict of interest process. First, the individual shall disclose such conflict of interest to the chairman of the board or the chief executive officer of the individual's Red Cross unit or the general counsel of the American Red Cross, as applicable. Next, a decision will be made about the conflict of interest, and, where required, the individual may be required to recuse or absent himself or herself during deliberations, decisions and/or voting in connection with the matter.
- g. **Retaliation:** Retaliate against any employee or volunteer who seeks advice from, raises a concern with or makes a complaint to a supervisor or other member of management, the ombudsman, the Concern Connection Line, the Biomedical Regulatory Hotline or any other whistle blower program, about fraud, waste, abuse, policy violations, discrimination, illegal conduct, unethical conduct, unsafe conduct or any other misconduct by the organization or volunteers.
- h. **Contrary to the Best Interest of the Red Cross.** Operate or act in any manner that is contrary to the best interest of the American Red Cross.
 1. **Ombudsman Program – Informal Dispute Resolution.** The American Red Cross has an organizational ombudsman designated as the neutral or impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance to the many constituents with concerns or complaints about the Red Cross. The constituents who seek the ombudsman's services are internal stakeholders, such as employees and volunteers, and external stakeholders, such as Red Cross clients, donors, suppliers, vendors and the public at large. The ombudsman

provides a voluntary, confidential and informal process to facilitate fair and equitable resolutions and explore a range of alternatives or options to resolve the problems. If a formal investigation is what the individual seeks, referrals to the whistleblower hotlines may be appropriate.

2. Investigations, Compliance and Ethics – Formal Dispute Resolution. Distinguishing from the actions of the ombudsman, the Office of the General Counsel and the Office of Investigations, Compliance and Ethics (IC&E) conduct formal investigations into allegations of fraud, waste, abuse, Red Cross policy violations, illegal or unethical conduct or other improprieties regarding the Red Cross. Usually, the allegations arise from whistleblower complaints of Red Cross employees and volunteers seeking formal review or investigations of their allegations of wrongdoing.

3. Whistleblower Hotline Programs. The American Red Cross encourages open communications. All employees and volunteers are encouraged to bring any concerns they have regarding the organization or its employees and volunteers to their direct supervisor. If individuals seek an informal and confidential resolution, the ombudsman may be the appropriate choice. If a formal IC&E investigation is sought, the hotlines described below are the appropriate choice.

If an employee or volunteer suspects or knows about misappropriation, fraud, waste, abuse, Red Cross policy violations, illegal or unethical conduct, unsafe conduct or any other misconduct by the organization or its employees or volunteers, that individual should alert his or her supervisor or other member of local management. In those cases where an employee or volunteer is not comfortable telling his or her supervisor or local management, the employee or volunteer may contact the Concern Connection Line at 1-888-309-9679. For concerns about the collection, manufacturing, processing, distribution or utilization of blood or blood components (e.g., violations of FDA or OSHA regulations, falsification, quality failures, training, Biomedical Services computer and equipment issues), an employee or volunteer who is not comfortable with contacting his or her supervisor or local management may contact the Biomedical Regulatory Hotline at 1-800-741-4738.

AMERICAN RED CROSS CODE OF CONDUCT CERTIFICATION AND DISCLOSURE

(All volunteers will be provided with a separate copy for their signature.)

I certify that I have read and understand the Code of Conduct of the American Red Cross and agree to comply with it, as well as applicable laws that impact the organization.

Disclosure of Current or Potential Conflicts:

I affirm that, except as listed below, I have no financial interest or affiliation with any organization that may have interests that conflict with, or appear to conflict with, the best interests of the American Red Cross:

Should such conflicts or apparent conflicts of interest arise in connection with my Red Cross responsibilities, I agree to:

- a. Discuss the conflict with the chairman of my unit, the executive of my unit, my department head, or the General Counsel, as applicable, and
- b. Until management mitigates or otherwise resolves the conflict, refrain from participating in any discussions, deliberations, decisions or voting related to the conflict of interest.

Future Conflicts: I also agree, during the term of my employment or volunteer status with the American Red Cross, to report promptly to the chairman of my unit, the executive of my unit, my department head, or the General Counsel, as applicable, any future situation that involves, or might appear to involve, me in any conflict between my outside interests and the best interests of the American Red Cross.

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY

Red Cross has sole entitlement and copyrights to any intellectual property that is conceived or developed by volunteers, employees and its agents during the course of service to the American Red Cross. All registered volunteers and employees are required to sign a Confidential Information and Intellectual Property Agreement as a condition of volunteer involvement as required in the Board of Governors Manual. Intellectual property includes inventions, discoveries, and original works of authorship as defined by US patent, trademark, and copyright law. There are separate Confidential Information and Intellectual Property Agreement Forms for employees and volunteers under 18. Questions about this policy should be directed to your department supervisor.

CONFIDENTIAL INFORMATION AND INTELLECTUAL PROPERTY AGREEMENT

(All volunteers will be provided with a separate copy for their signature.)

For All Volunteers

This Confidential Information and Intellectual Property Agreement (“Agreement”) is made as of the date of signature below (“Effective Date”), by and between THE AMERICAN NATIONAL RED CROSS, including all chartered units (“Red Cross”), and the undersigned (“I,” “me” or “my”).

Reasons for Agreement

I desire to volunteer or to continue to volunteer with the Red Cross. I acknowledge that I may, in the course of my service to the Red Cross ("Volunteer Service"), have access to or create (alone or with others) confidential and/or proprietary information and intellectual property that is of value to Red Cross. I understand that this makes my position one of trust and confidence. I understand Red Cross' need to limit disclosure and use of confidential and/or proprietary information and intellectual property. I understand that all restrictions are for the purpose of enabling Red Cross to fulfill its humanitarian mission, to maintain donors, customers and clients, to develop and maintain new or unique products and processes, to protect the integrity and future of Red Cross and to protect the employment and volunteer opportunities of the Red Cross. THEREFORE, I agree to the following:

1. Definitions. *"Confidential Information" shall include but not be limited to:*

- (i) information relating to Red Cross' financial, regulatory, personnel or operational matters,
- (ii) information relating to Red Cross clients, customers, beneficiaries, suppliers, donors (blood and financial), employees, volunteers, sponsors or business associates and partners,
- (iii) trade secrets, know-how, inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs,
- (iv) contracts, product plans, sales and marketing plans, business plans and
- (v) all information not generally known outside of Red Cross regarding Red Cross and its business, regardless of whether such information is in written, oral, electronic, digital or other form and regardless of whether the information originates from Red Cross or Red Cross' agents.

"Intellectual Property" shall include but not be limited to:

- (i) all inventions, discoveries, techniques, processes, methods, formulae, ideas, technical data and specifications, testing methods, research and development activities, computer programs and designs (including improvements and enhancements and regardless of patentability),
- (ii) trade secrets and know-how,
- (iii) all copyrightable material that is conceived, developed, or made by me, alone or with others,
- (iv) trademarks and service marks and
- (v) all other intellectual property.

"Intellectual Property" shall include any intellectual property created by me:

- (i) (y) in the course of Volunteer Service or using Red Cross time, equipment, information or materials, and
- (ii) (z) within one (1) year after termination of Volunteer Service and relating directly to work done during Volunteer Service.

Intellectual Property may be in any form, including but not limited to written, oral, electronic, digital or other form.

2. Obligation of Confidentiality. Except as may be required for the performance of my duties during Volunteer Service, or unless specifically authorized in writing by Red Cross, I shall not use or disclose, for my or for others' benefit, either during or after Volunteer Service, any Confidential Information.

3. Disclosure and Ownership of Intellectual Property. I (i) shall promptly and fully disclose to Red Cross any and all Intellectual Property, (ii) agree that all Intellectual Property shall be owned by Red Cross, (iii) agree to and do hereby assign, transfer and convey to Red Cross the entire right, title and interest in and to all Intellectual Property, (iv) will execute and deliver any and all documents, take all actions and render any and all assistance reasonably requested by Red Cross, during or at any time after Volunteer Service, to establish Red Cross' ownership of, or to enable Red Cross to obtain patents to or register copyrights of, any Intellectual Property, and (v) acknowledge that all Intellectual Property that is copyrightable subject matter and that qualifies as a "work made for hire" shall be automatically owned by Red Cross. In the event Red Cross is unable for any reason whatsoever to secure my signature to any document required to apply for or execute any patent, copyright, or other applications with respect to Intellectual Property, I hereby irrevocably appoint Red Cross and its authorized officers and agents as my agents and attorneys-in-fact to execute and file any such application and to do all other acts to further the prosecution and issuance of patents, copyrights, or other rights with respect to Intellectual Property with the same legal force and effect as if executed by me. As a reminder, Intellectual Property shall only include intellectual property created by me (y) in the course of Volunteer Service or using Red Cross time, equipment, information or materials, and (z) within one (1) year after termination of Volunteer Service and relating directly to work done during Volunteer Service.

4. Ownership and Return of Material. All materials, including but not limited to business information, files, research, records, memoranda, books, lists, computer disks, hardware, software, cell phones and other wireless devices, documents, drawings, models, apparatus, sketches, designs and any other embodiment of Confidential Information or Intellectual Property received by me during Volunteer Service, and any tangible embodiments of such materials created by me, alone or with others, whether confidential or not, are the property of Red Cross. I shall return to Red Cross all such materials, including copies thereof, in my possession or under my control upon termination of Volunteer Service for whatever reason or upon the request of Red Cross. The return of such materials shall take place within twenty-four (24) hours of notice of termination or upon request of Red Cross, whichever comes first.

5. Survival of Obligations and Enforcement. The obligations that I have under this Agreement shall survive the termination of Volunteer Service, regardless of the reasons or method of termination. I agree that Red Cross shall be entitled to recover from me all attorneys' fees incurred in enforcing Red Cross' rights under this Agreement.

I represent that the above restrictions are necessary to protect Red Cross' legitimate interests, and that these restrictions will not prevent me from earning a livelihood

HARASSMENT-FREE WORKPLACE

SDARC is committed to a work environment free from unlawful harassment in which everyone is treated with respect and dignity while working, while on SDARC premises, while traveling on SDARC business, or at SDARC social functions. SDARC has zero tolerance for unlawful harassment.

Unlawful harassment is defined as harassment based on any characteristic protected by applicable federal, state or local law including race, religion, color, sex, national origin, age, veteran or disability status, which is sufficiently severe or pervasive as to alter the working conditions of a volunteer or employee. Examples of conduct prohibited by this policy include, but are not limited to:

1. Verbal or physical conduct that harasses a volunteer on the basis of a category protected by applicable federal, state or local law and that is sufficiently severe or pervasive as to create an intimidating, threatening, offensive or hostile environment.
2. Sexual displays or publications, or other verbal or physical conduct, where a volunteer is told either explicitly or implicitly that he or she must submit to the conduct to remain involved as a volunteer or where his or her reaction to the conduct is used as a basis for a management decision, such as evaluation, advancement, assigned duties, disciplinary action, or any other condition of volunteer involvement or career development. Examples of prohibited verbal or physical conduct include-
 - Unwelcome sexual advances;
 - Stalking, dating violence, date rape or sexual assault;
 - Persisting with romantic advances despite the rejection of the advances;
 - Requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or volunteer relationship;
 - Sexual jokes and innuendo; verbal abuse of a sexual nature; comments about an individual's body, sexual prowess, sexual activity or sexual attractiveness; and
 - Leering, whistling, or touching; insulting or obscene comments, sounds or gestures; displays of sexually suggestive objects, cartoons or pictures.
3. Words, actions or visual matter that demean or show hostility toward an individual or group because of any characteristic protected by applicable federal, state or local law.

Volunteers are responsible for reporting any concerns regarding unlawful harassment to management pursuant to the Dispute Resolution Policy found later in this document. Volunteers who act in good faith to report or assist in the investigation of a possible violation of this policy will not be retaliated against. If, after investigating any claim of unlawful harassment, SDARC concludes that a volunteer has filed a claim in bad faith, provided false information regarding a claim, or refused to cooperate in an investigation of a claim, disciplinary action, up to and including termination, may be taken. Violations of this policy will be dealt with appropriately and promptly. Corrective action may include, but is not limited to, training, referral to counseling, and/or disciplinary action up to and including termination.

THE FUNDAMENTAL PRINCIPLES OF THE INTERNATIONAL RED CROSS AND RED CRESCENT MOVEMENT

Humanity: The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavors, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and to ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all peoples.

Impartiality: It makes no discrimination as to nationality, race, religious beliefs, class or political opinions. It endeavors to relieve the suffering of individuals, being guided solely by their needs, and to give priority to the most urgent cases of distress.

Neutrality: In order to continue to enjoy the confidence of all, the Movement may not take sides in hostilities or engage at any time in controversies of a political, racial, religious or ideological nature.

Independence: The Movement is independent. The National Societies, while auxiliaries in the humanitarian services of their governments and subject to the laws of their respective countries, must always maintain their autonomy so that they may be able at all times to act in accordance with the principles of the Movement.

Voluntary Service: It is a voluntary relief movement not prompted in any manner by desire for gain.

Unity: There can be only one Red Cross or one Red Crescent Society in any one country. It must be open to all. It must carry on its humanitarian work throughout its territory.

Universality: The International Red Cross and Red Crescent Movement, in which all Societies have equal status and share equal responsibilities and duties in helping each other, is worldwide.

PLEASE READ THE AGREEMENTS ABOVE.
SIGN AND RETURN THIS SIGNATURE PAGE TO
THE VOLUNTEER RESOURCES DEPARTMENT

I have read, understand, and agree to fully abide by the all agreements listed above (Code of Conduct, Confidentiality and Intellectual Property, Harassment,) as well all policies, protocols, procedures, and principles of the American Red Cross and the San Diego/Imperial Counties Chapter.

Printed Name

Signature

Date



Health & Safety Instructor Internship: Background Check Intake Form

Following are instructions for completing your **required** background check:

Before starting, you will need your:

- Address
- Email address
- Telephone numbers
- Social Security Number or other government ID
- Driver's License Number (if you have one)

Once you've gathered the information listed above, please go to this secure website <https://www.mybackgroundcheck.com/order/arcvts/> and complete these steps:

1. Click on "Request a Background Check"
2. Click on CA
3. Select "San Diego/Imperial Counties Chapter"
4. Carefully read an outline of the steps necessary to complete your background check and select "Click Here To Get Started"
5. Select "I am a candidate to volunteer"
6. Continue through all pages until finished

Your background check will not be processed until after we have received your completed volunteer application.



Health & Safety Instructor Internship: Program Guidelines

All interns are asked to follow these policies and expectations in their entirety.

To apply:

1. Complete and return all required paperwork, including:
 - a. Volunteer application
 - b. Background check (online)
 - c. Internship packet
 - i. Contact Information
 - ii. Minimum of two recommendation letters
 - iii. Agreement
2. Interview with American Red Cross staff
3. Obtaining basic Adult, Child and Infant CPR/AED and First Aid training through American Red Cross is strongly recommended

Once accepted to the program:

1. Schedule training with Brittany (858-309-1474) – Fundamentals of Instructor Training (FIT) and Lay Responder Instructor Course (LRIC)
2. Successfully complete FIT and LRIC
3. Volunteer a minimum of 125 hours within determined timeframe
4. Check in with supervisor at least once a month for progress updates

Academic Credit: Awarding academic credit for an internship is at the discretion of your school; however, we will assist you as possible. Arrangements for accreditation should be made before you begin the internship.

Attendance: If you're unable to instruct as scheduled, contact ARC staff immediately. More than three cancellations may result in dismissal from the program.

Conduct: Yelling, abusive language/gestures, arguments or rowdy behavior will not be tolerated. Remember that you are representing the American Red Cross.

Personal Appearance: Appropriately dressed volunteers add to the overall credibility of the Red Cross and display a sense of confidence to the American public. In an effort to project a professional appearance, the SD/IC Chapter chooses to take a conservative stance on volunteer dress code. It is expected that the SD/IC Chapter volunteers will comply with the dress code and dress appropriately for work in which they are engaged. Examples of appropriate clothing include polo shirts, khaki pants, etc. Denim and open-toe or open-heel shoes are not appropriate.



Health & Safety Instructor Internship: Contact Information

Intern:

Name _____

Email _____

Phone _____ Term _____

Availability (circle all that apply):

<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
Morning	Morning	Morning	Morning	Morning	Morning	Morning
Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon
Evening	Evening	Evening	Evening	Evening	Evening	Evening

Location (circle all that apply): San Diego (Kearny Mesa) Chula Vista Oceanside

Academic Advisor:

Name _____ Dept. _____

Email _____

Phone _____

References

Name _____ Relationship _____

Email _____

Phone _____

Letter of recommendation will be (circle one) Mailed Turned In Emailed

Name _____ Relationship _____

Email _____

Phone _____

Letter of recommendation will be (circle one) Mailed Turned In Emailed

Name _____ Relationship _____

Email _____

Phone _____

Letter of recommendation will be (circle one) Mailed Turned In Emailed

Health & Safety Instructor Internship Agreement

The purpose of this agreement is to ensure that the internship experience is productive and beneficial to both parties. This agreement outlines the obligations of the intern and American Red Cross – San Diego/Imperial Counties Chapter. This internship agreement is between _____, a student at _____, and American Red Cross – San Diego/Imperial Counties Chapter. This internship will begin upon _____ and will be completed upon _____. The internship will be unpaid and may be terminated at any time by either party.

Intern Agreement

I, _____, acknowledge that I have been given a unique opportunity to gain valuable professional experience. I have reviewed the attached internship job description and feel confident that I will be able to fulfill the job duties described. I also acknowledge that this internship is to be considered an academic experience and that my performance will be evaluated based on the following criteria:

- my ability to perform in a professional manner, as indicated by my ability to arrive on time, my ability to take initiative in learning and my ability to interact with my supervisors, colleagues and clients;
- my learning during the internship, as indicated by my ability to fulfill the job responsibilities and my development of the skills identified in the job description;
- the evaluation of my supervisor;
- a questionnaire to be completed within two weeks of the end of the internship highlighting my experiences.

Supervisor Agreement

I, _____, agree to supervise this intern at American Red Cross – San Diego/Imperial Counties Chapter. I acknowledge that this will be an academic experience as well as a professional experience for the intern and agree to provide learning assistance and supervision throughout the internship. I certify that during the internship, the intern will gain experience with the skills outlined in the attached job description. I agree to consult with both the intern and the academic advisor before making any major changes to the job description.

Academic Advisor Agreement

I, _____, the academic advisor for this intern, have reviewed the attached job description and agree that it will be a valid learning experience. Based upon my interactions with the student and their previous academic performance, I feel confident that they will be able to successfully complete the internship goals in the job description.

Intern's Signature

Printed Name

Date

Supervisor's Signature

Printed Name

Date

Academic Advisor's Signature

Printed Name

Date