



INTERNSHIP FAQ

Church Health Center

What is the Church Health Center?

The Church Health Center seeks to reclaim the Church's biblical commitment to care for our bodies and our spirits. We provide healthcare for the working uninsured and promote healthy bodies and spirits for all. The Church Health Center has three areas of ministry: Medical, Wellness and Outreach.

What do you provide for interns?

An internship at the Church Health Center is a great opportunity to gain relevant experience in your chosen field. Interns work with outstanding professionals and develop meaningful relationships with other interns within the program. All interns are provided a free membership at Church Health Center Wellness at 1115 Union Avenue, and may participate in any and all programs at the center, including exercise classes, nutrition classes, cooking workshops and other opportunities. Additional monetary compensation is generally not available for interns.

What do you expect of interns?

Interns should meet the following requirements:

- Must be a high school graduate or equivalent, and at least 18 yrs. old at the start of the internship.
- Must make a commitment of at least one semester (fall, spring, or summer), serving at least 8 hours per week, preferably for 10-12 weeks.

Church Health Center interns are treated with the same respect as staff members and are expected to follow the same rules and guidelines. All interns must attend an intern orientation and are asked to commit to the policies and procedures of the Intern Handbook.

Can I receive academic credit for an internship position?

Academic credit is available for internship positions when the program is available through your education institution. The Church Health Center is glad to provide documentation of a completed internship and to complete the forms needed from your educational institution.

Do I need to be a Christian to work at the Church Health Center?

It is not required that any staff member of the Church Health Center identify as Christian or be active in a faith community in any form. However, the Church Health Center is a faith-centered organization and all applicants must be devoted to the mission and virtues of the Church Health Center.

Who will I work with?

Each intern reports to a supervisor who oversees day-to-day activities and provides guidance. The Coordinator of Service Learning works with the supervisors and interns to ensure the best possible experience for everyone.

What if I want to intern, but I can't commit to the required hours or the number of weeks?

It is *required* that all interns work at least 8 hours per week. It is *preferred* that interns work for 10-12 weeks consecutively. If you are unable to commit to the number of hours per week, you may consider volunteering for the CHC and contact our Volunteer Coordinator at lairdy@churchhealthcenter.org. If you are able to intern for a period of less than 10 weeks, you may indicate that on your application and can still be considered for an internship.

How do I apply for an internship?

Submit a completed application to be considered for available internship positions. Application forms are available for download from the Church Health Center website. Additionally, you may receive an application by emailing the Coordinator of Service Learning or by requesting an application through the mail.

After we receive your application, we will contact your references and determine if we have availability in one of your preferred departments. Then, your prospective supervisor will contact you to schedule an interview, either in person or over the phone. After that interview, the Intern Coordinator will contact you about the status of your application.

What are the application deadlines?

Internship positions are filled on a rolling basis, so it is best to apply for your preferred internship as early as possible. General deadlines are:

For a spring placement- *Application due October 30*

For a summer placement - *Application due March 30*

For a fall placement - *Application due June 30*

Note to applicants for Child Life Education and Movement – The Church Health Center is committed to providing a safe environment for all its members, especially children. For that reason, we encourage spring, summer, and fall semester applicants with an interest in Child Life Education and Movement to APPLY EARLY. Applicants should apply approximately 3 months in advance of the anticipated start of the internship. Applicants submitting their application early increase their chances of receiving an interview and open positions. However, applicants are welcome to submit applications after this time frame as well.

Other positions may accept applicants until a later date, and internship positions may be added at any time according to our needs. It is best to apply as early as possible, but if you have any hesitation, it is always best to submit an application.

Who should I contact to submit an application or receive additional information?

Coordinator of Service Learning

The Church Health Center

1210 Peabody; Memphis, TN 38104

Phone: (901) 261-8833, Ext. 1655; Fax: (901) 543-0617

E-mail: internships@churchhealthcenter.org