NAMI Maryland is a statewide organization, with thirteen local affiliates, dedicated to advocacy for and education of persons with illnesses, their families and the community. NAMI Maryland advocates for the public and private resources needed to assure the availability, accessibility and quality of comprehensive mental health services throughout the state and for research for causes and cures of serious mental illness. It also provides consumers and families the education and support needed to successfully live with serious mental illnesses, educates the general public about the stigma endured by those with serious mental illness and provides support to families and consumers to help them cope with the challenges of serious mental illness.

**INTERN/VOLUNTEER APPLICATION FORM**

|  |  |
| --- | --- |
| Contact Information | |
| Name |  |
| Street Address |  |
| City, State, Zip Code |  |
| Home Phone |  |
| Work Phone |  |
| Cell Phone |  |
| E-Mail Address |  |
| Birthdate (Month and day) |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Person to Notify in Case of Emergency | | | | | |
| Name | |  | | | |
| Street Address | |  | | | |
| City, State, Zip Code | |  | | | |
| Home Phone | |  | | | |
| Work Phone | |  | | | |
| Cell Phone | |  | | | |
| E-Mail Address | |  | | | |
| Please indicate times of availability | | |  |  | |
|  | **Mornings** | | **Afternoons** | **Evenings** | |
| Monday |  | |  |  | |
| Tuesday |  | |  |  | |
| Wednesday |  | |  |  | |
| Thursday |  | |  |  | |
| Friday |  | |  |  | |
| Weekend |  | |  |  | |
| Intern/Volunteer Programs – Please see the accompanying Intern/Volunteer Programs page and check off the position(s) that are of interest to you | | | | |

* Clerical/Office/Data Entry
* NAMI Helpline –– this is not a crisis response number
* Community Outreach
* Policy and Advocacy
* Program Coordination and Support
* Events Planning and Coordination
* Management and Governance
* Fundraising
* Other:

Peer Program Delivery

* Family to Family Course Family Educator (only open to graduates of F2F teacher training)
* Peer to Peer Course Peer Mentor (only open to graduates of P2P mentor training)
* Family Support Group Facilitator (only open to graduates of FSG facilitator training)
* Connection Recovery Support Group Facilitator (only open to graduates of Connection facilitator training)
* Other (list):

|  |
| --- |
| Specials Skills or Qualifications (describe as needed) |

* Computer Skills (Word, Access, Excel, Internet, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Languages and Level of Fluency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fundraising (this can include proposal research and grant writing) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Mailings (copying, stuffing, posting): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Special Event Planning, Organizing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Communications, Writing, Editing or Proofreading:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Phones (making calls, answering office line): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other (please describe or attach): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
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| Education and Employment |

Level of Education: **\_\_**Some High School \_\_High School Grad/GED \_\_Some College \_\_College Grad \_\_Masters, PhD

If applicable, please indicate your major(s) or degree(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you presently employed? If yes, who is your employer? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Interest, Hobbies, Special Training and Association Memberships |
| Please summarize the following: any of your specific interests/hobbies, membership to any associations, civic groups and organizations, special training/workshops, internships or volunteer work. (If necessary, attach additional pages) |

Have you ever used any of NAMI’s services or attended any NAMI-sponsored events? If yes, which ones?

How did you first learn of NAMI Maryland?

Please describe what attracted you to interning/volunteering at NAMI Maryland?

What do you hope to gain from interning/volunteering with NAMI Maryland?

Will you be receiving school credit for interning/volunteering? \_\_\_ If so, from which school and department?

Will the service be considered an internship or co-op experience? \_\_\_

Would you be interning/volunteering to fulfill a court-ordered community service requirement? (please attach an explanation)

|  |
| --- |
| References |

Please provide us with two references who can speak to your general character and skill and/or interest level pertaining to the intern/volunteer position in which you have expressed an interest. References who are non-relatives are preferable, and if possible; one should be a supervisor of employment, an internship, a volunteer position, or an academic course you have taken. For consumers of mental health services, please include a reference from clinical staff, such as a therapist, social worker, or psychiatrist.

|  |  |
| --- | --- |
| Name |  |
| Phone Number |  |
| E-Mail Address |  |
| Relationship |  |

|  |  |
| --- | --- |
| Name |  |
| Phone Number |  |
| E-Mail Address |  |
| Relationship |  |

**NAMI MEMBERSHIP**: All volunteers and interns are expected to be NAMI members. Memberships are $35, but Open Door Memberships are available for $3.

Are you a member of NAMI? \_\_\_ Do you need more information about membership? \_\_\_\_

**Criminal Convictions**. *Please Note: No applicant will be denied acceptance into an intern/volunteer program solely on the grounds of conviction of a criminal offense, except if applying for certain contract programs which preclude the hiring of people with specific criminal convictions. For all other positions, the nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for, may however, be considered.*

A “yes” to any question does not necessarily disqualify you from becoming a NAMI intern/volunteer. All information will be held strictly in confidence. *\_\_\_Yes \_\_\_ No* If yes, please provide the following information:

Date of Conviction Offense Location Disposition and Penalty

Are there any misdemeanor/felony charges pending against you now? Yes \_\_\_ No \_\_\_\_

Please give nature of charge

Are you applying to do court ordered volunteer hours? Yes\_\_ No\_\_ If yes, please attach an explanation (Conviction or Reason and Completion Date)

**Agreement and Signature**

* I give NAMI Maryland permission to do a background check prior to my intern/volunteer assignment.
* I understand that I will not be paid.
* I understand that I will serve at the request of NAMI Maryland and that there may not always be suitable tasks for me to perform.
* I understand that an applicant can be turned down for intern/volunteer service, with or without cause.
* I agree to perform the intern/volunteer duties to which I am assigned to the best of my ability and in a professional manner.
* I understand that as an intern/volunteer, authorized by NAMI Maryland, I am afforded limited liability protection with respect to damages to third parties, as long as I am acting within the scope of my duties as a NAMI Maryland intern/volunteer. NAMI Maryland assumes no liability for personal injury to me or damage to my personal property unless caused by the wilful negligence of NAMI Maryland.
* I grant full permission for NAMI Maryland to use photographs of me and quotations from me in accounts and promotions of projects and programs and for training purposes.
* I hereby certify that the above information is true and give my permission for any necessary verification. I release from liability any person and/or NAMI Maryland giving, receiving or utilizing any such information in making decisions regarding my application to intern/volunteer.

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| --- | --- |
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| By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as an intern/volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.  NAMI Maryland is a grassroots, peer-run support, education and advocacy organization. Our mission as an organization necessitates that many of our intern/volunteer positions are filled by people with some personal experience with mental health issues, serious emotional (or behavioral) disorders, or brain disorders. **In addition, as an intern/volunteer you may be dealing with sensitive information, therefore, NAMI Maryland needs your promise of confidentiality, sensitivity and empathy in all interactions through NAMI Maryland with families, individuals who use mental health services, and caregivers.** | |
| Name (printed) |  |
| Signature |  |
| Date |  |

For more information on NAMI Maryland, please contact our office at 410-884-8691 or go to our website for more detail on our programs, services, events and advocacy at <http://namimd.org/>

PLEASE MAIL, E-Mail, or FAX the COMPLETED FORM to:

Office Manager, **NAMI Maryland,** 10630 Little Patuxent Parkway, Suite 475 - Columbia, MD 21044

E-mail: [namiadmin@namimd.org](mailto:namiadmin@namimd.org) Fax: 410-884-8695

**Thank you for your interest in interning/volunteering with NAMI Maryland!**

**INTERN/VOLUNTEER POSITIONS**

**CLERICAL/OFFICE ASSISTANT:** Assist us with office help, including mailings, data entry, answering phones, organizing files, making phone calls, creating documents in various computer applications (Word and Excel), and many other office tasks. Whether you have office experience or not, we could use your help, either on a weekly or as‐needed basis.

**EVENT PLANNING ASSISTANT:** Support the event planning for NAMI Maryland’s two major events, the NAMI Walk and the Annual Conference. Activities include researching facilities, data entry, facilitating registration both on and off-site, creating reports, and assisting conference attendees.

**FUNDRAISING:** Help the Fundraising Team to work with corporate, government and individual donors to garner support for NAMI Maryland’s fundraising efforts. Activities include assisting with researching funding opportunities, grant writing, management of fundraising campaigns and donation and donor management.

**HELPLINE:** Provide support and information to consumers, family members, and mental health professionals about services for those who struggle with mental health recovery, and their loved ones. Individuals interested in being Helpline Associates must complete in-depth training and make a long term commitment. In general all work must be done on site at the NAMI Maryland office during business hours.

**PROGRAM & TRAINING COORDINATION**: Assist NAMI Maryland staff and volunteer leaders in implementing and coordinating trainings and support for 9+ NAMI signature programs in Maryland.

**POLICY AND ADVOCACY:** various tasks and projects supporting statewide advocacy and policy, including supporting legislative and regulatory policy work, educating, training and activating local grassroots members to be effective advocates, voter education, and developing advocacy partnerships and networks.

**MANAGEMENT AND GOVERNANCE SUPPORT:**  Assist leadership in operations management and/or governance support and activities (primarily involving Board and committees.) Assist leadership in affiliate and state organizational development and support.

**NOTE: OTHER POSITIONS AND PROJECTS ARE OFTEN AVAILABLE AND CAN BE TAILORED TO THE NEEDS OF THE ORGANIZATION AND THE VOLUNTEER/INTERN**

**\*\*NAMI SIGNATURE PEER PROGRAM DELIVERY**

**\*\*Individuals interested in delivering NAMI Signature Programming must complete in-depth training and make a long term commitment. Family-to-Family Course teachers and NAMI Family Support Group facilitators must be family members of individuals with mental illness and NAMI Family to Family course graduates are preferred.  Peer-to-Peer Course mentors and Connections facilitators must be consumers (individuals diagnosed with a mental illness) and Peer-to-Peer course graduates are preferred.**

**\*\*NAMI FAMILY‐TO‐FAMILY COURSE – Family Educator:** Learn to teach this 12‐week education program course that reviews aspects of mental illness, support, coping, medication and treatment, and navigating the mental health system. (*Family members only.)*

**\*\*NAMI FAMILY SUPPORT GROUP – Facilitator:** For relatives, caregivers, and others involved with individuals with mental illness. Become a trained facilitator to run the support groups to provide a structure which encourages full group participation. Support groups provide a caring atmosphere for individuals to share their common experiences and assist individuals in developing the skills for understanding and the strengths needed to cope.

**\*\*NAMI PEER‐TO‐PEER COURSE – Peer Mentor:** For mental health consumers only, learn to teach this 9‐week experiential learning program for individuals who struggle with a persistent mental illness and who are interested in wellness and recovery.

**\*\*NAMI CONNECTION Recovery Support Group – Facilitator:** Provide support, education, and practical knowledge to other consumers and family members. Groups meet weekly, bi‐weekly, or monthly throughout Maryland.

**\*\*NAMI IN OUR OWN VOICE (IOOV) -- Recovery Education Presenter:**  For mental health consumers only, develop your public speaking skills and share your personal experience of recovery from mental illness to decrease stigma and increase public awareness about mental illness. IOOV is a structured outreach presentation with which you can become a role model for hope and recovery for other mental health consumers in the community. The presentation puts a human face to mental illness and is also used to provide insight into the consumer experience of recovery for mental health professionals, students, and family members.

**\*\*Other NAMI Signature Program and Outreach Volunteer Positions include:** NAMI Basics teacher, NAMI Homefront teacher, NAMI Ambassador, NAMI Smarts for Advocacy trainer.