



ABOUT PALS

People and Animal Learning Services (PALS) is a non-profit in Bloomington Indiana. PALS provides comprehensive individualized therapeutic equine programs designed by professionals to intentionally develop and restore functional skills, enhance well-being and improve quality of life. PALS has provided over 19,250 therapeutic horseback riding sessions, various educational programs, and camp opportunities designed to improve the lives of hundreds of children, adults, and seniors in the Indiana community ages 3 and up.

PALS relies heavily on the support of volunteers and interns to provide beneficial programs to those in need. PALS interns have the opportunity to contribute to our organization in a meaningful way, and benefit from a variety of hands on experiences working with a small nonprofit.

INTERNSHIP GUIDELINES

People and Animal Learning Services (PALS) currently offers internships at its facility located in Bloomington, IN. Internships at PALS are designed to provide students and recent graduates with experience related to the field of recreational therapy, nonprofit management and administration.

General Information: Interns are expected to work a minimum of 10 hours a week during an 8 to 12 week internship period. Timelines can be flexible to accommodate a student's special circumstances with permission.

Internships are offered during the Spring, Summer, and Fall semesters. Interns may receive academic credit if an agreement is made between People and Animal Learning Services (PALS) and the intern's college or university.

INTERNSHIP OPPORTUNITIES

Administrative Interns:

There are several areas of focus for an Administrative Internship, including but not limited to:

- Development & Grant Management Intern
- Public Relations Intern
- Event Planning Intern
- Education Outreach Intern

The PALS Administrative intern will experience several aspects of working at a nonprofit organization. Their tasks may include, but are not limited to: writing e-newsletters & press releases, assisting with event marketing, media relations, curating auction items, serving on event committees, preparing sponsorship packages, assisting the PALS staff with ongoing development needs such as donor recognition, grant research, reporting & writing, and database management, assisting with community outreach programs, and other tasks as needed.

Qualifications:

Journalism, Marketing, Public Relations, Nonprofit Management, Public Health, Children & Family studies, Business, Communications, or English majors preferred, but not required. The ideal candidate must have strong organizational, written, and verbal communications skills. Must be proficient with Microsoft Office (Word, Excel and PowerPoint). Attention to detail and the ability to work in a fast-paced, collaborative environment are critical. Successful candidate will be able to meet project deadlines and correspond with members of the PALS Board of Directors, Program and Administrative Staff in an efficient and effective manner. PR, marketing, event planning, or nonprofit experience preferred depending on applicant interests and organizational needs. Students must be in their sophomore year or beyond in their respective college or academic institution. Exceptions may be made on a case-to-case basis.

Therapeutic Equine Program Intern:

The PALS Program Intern will experience several aspects related to the implementation of a variety of therapeutic equine programs at a Professional Association for Therapeutic Horsemanship International (PATH Intl) Premiere Accredited Center. Their tasks may include, but are not limited to: the development and implementation of client assessments, program development, facilitation of therapeutic sessions, assessment of program impact, and the development of client relationships.

Therapeutic Equine program interns who hold the “Instructor In Training” status with PATH Intl. **may** be eligible to complete teaching hours towards their instructor certification, with special permissions. Additional qualifications and requirements must be met.

Qualifications:

Human/Family Development, Therapeutic Recreation, Outdoor Recreation, Adapted Physical Education, Special Education, Nursing, or other human services majors preferred. Candidate must have strong organizational, written, and verbal communication skills. Must be proficient with Microsoft Office (Word, Excel and PowerPoint). Clients should have some human services experience, particularly working with individuals with disabilities. Attention to detail and the ability to work in a fast-paced, collaborative environment are critical. Students must be in their sophomore year or beyond in their respective college or academic institution. Exceptions may be made on a case-to-case basis.

APPLICATION PROCEDURES

Interested applicants must complete the following before being considered for an internship at PALS:

1. Submit application form, cover letter & resume including 3 references to info@palstherapy.org with subject line: **“PALS Internship Application”** (*Note: Program Assistant Intern applicant need only to submit the application form*)
2. Submit all internship requirements designated by educational institution or program of study & other information related to internship as appropriate (Hours to be completed, goals, expectations...etc.)
3. Complete an interview with appropriate PALS staff members.*

**Interviews will be scheduled following the submission of the above materials, subject to organizational needs and applicant qualifications.*