Organization Name: Foreverfamily Atlanta (Foreverfamily, Inc.)

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Internship Supervisor: Bonnie Held, Program Director

Supervisor’s contact information including e-mail.
(404) 434-2362
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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

**Number of interns requested.** One

**Internship project/job description:**
The intern will support two of our major programs: the Family Visitation Program, Summer Camp Program, and will help support the administrative components of the Foreverfamily Atlanta office.
**Family Visitation Program**

**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 Atlanta Office 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.
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. Assisting with all administrative aspects of the program including case management and inputting family data in the database.
6. Planning activities for the bus ride to the prisons.
7. Conducting orientation and training for new volunteers.
8. Supervising volunteers on the trip.
9. Connecting with families after the trip if there were issues on the bus or inside the prison with the children and/or incarcerated parent.
10. Speaking publicly about the Program and the work of the agency at meetings, workshops and conferences.

**Summer Camp Program**

**Goal:** To provide the children the opportunity to explore an outdoor experience, develop important interpersonal and life skills, and build self-confidence

**Description:** Foreverfamily’s summer camp takes place at Camp Christian in Gordon, GA. The camp will be a total of four days. Teen will have a day by themselves, and the younger children will join for the last three.

The intern will assist the director in several aspects of the summer camp, including but not limited to:

1. Securing camp intake forms and contact information for children and families.
2. Supervising volunteer staff and campers.
3. Transporting children to and from camp site.
4. Planning camp activities.
5. Facilitating activities at the camp site.
7. Connecting with children and families regarding their camp experience.

**Additional Responsibilities at Foreverfamily Atlanta Office**
1. Revising and developing new organizational tools and systems
2. Cultivating partnerships with community organizations
3. Assisting the continued improvement of the physical program space
4. Assisting with preparations for Afterschool Program (begins in August)

**Qualifications:**
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 this position.**
The intern will have to complete a Criminal Background Check, 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, Foreverfamily Atlanta is located near the West End train station and can be accessed by several Marta bus routes.