



2013-2014

Internship and Volunteer Service *Resource Book*



Sponsored by:

≡ COOPERATIVE EDUCATION AND INTERNSHIP PROGRAM


OLYMPIC COLLEGE

The contents of this publication were developed with funds from the Carl D. Perkins Act.

EARN COLLEGE CREDIT FOR WORKING!



Try any of these positions that are right for you:

- ◆ Cooperative Education
- ◆ Internship
- ◆ Volunteer Service
- ◆ Work-study



BENEFITS OF PARTICIPATING:

- ◆ Credit for learning at a community site or workplace
- ◆ A chance to practice skills learned in class
- ◆ An opportunity to learn about the workplace culture

Cooperative Education and Internship Program

Connecting Education to Work

Career Center, HSS Bldg., Room 205 • www.olympic.edu/internship

Bremerton & Poulsbo

360-475-7480, 1-800-259-6718, Ext. 7480

Shelton

360-432-5431, Portable A4


OLYMPIC COLLEGE
www.olympic.edu

Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its program and activities.

Welcome to the 13th Annual Internship and Volunteer Service Fair

Olympic College's Cooperative Education and Internship Program welcomes you to the 13th annual Internship and Volunteer Service Fair. This event is designed to acquaint students with the variety of career development and civic opportunities that exist with organizations and agencies within our community.

The fair is a good example of our efforts to provide activities that connect students with employers. Through these activities, internships, and volunteer service positions, students are able to bridge their classroom theory with the world of work. In addition to enhanced skill development, students learn the value of networking, team building, and acquiring experience to list on a resume.

Employers recruiting our students and graduates continue to stress the importance of relevant work-integrated learning experience. Employers have also stated that students who match their field of study with direct workplace experience tend to be stronger employee candidates.

We would like to extend our appreciation to all the agencies and organizations attending this year's fair. Our mutual efforts aide in providing students with real work experience in an environment that contributes to their educational goals and/or community service. The Internship and Volunteer Service Fair is a win-win for students, service organizations, agencies, and community members.

Thank you for joining us!

Career Center Staff

Teresa McDermott, Lori Fagan, Roberta Gillis, and Denise Bernard

Free Online Listing for Your Job, Internship and Volunteer Opportunities

It's easy. It's simple. It's free!

We can help you reach over 7,000 potential job, internship and volunteer applicants from our skilled and qualified Olympic College students and graduates. The Career Center is ready to help you prepare your company and workforce for the future.

Go to: <https://www.myinterfase.com/olympic/employer>



CAREER CENTER

Bringing Employers and Students Together for a Well-Trained Workforce

CareerCenter@olympic.edu • 360-475-7480

Bremerton: HSS Bldg., Room 205 • **Shelton:** Portable A4 • **Poulsbo:** Room 114

Equal Opportunity College

Internship and Volunteer Service Awareness Month

PROCLAMATION NO. 146 -2013

PROCLAIMING NOVEMBER 2013 AS OLYMPIC COLLEGE INTERNSHIP AND COMMUNITY VOLUNTEER SERVICE AWARENESS MONTH

WHEREAS, the mission of the Olympic College Internship and Volunteer Service Fair is to help college students learn about a wide range of internship and volunteer service opportunities within the community; and

WHEREAS, interns and volunteers numbering in the thousands donate time, energy and expertise, enriching our community and making Kitsap County a better place to live; and

WHEREAS, interns and volunteers are a valuable resource to Kitsap County government and other organizations that provide services to county residents and contribute to the cost effectiveness of their operations; and

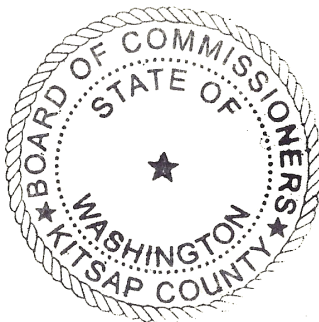
WHEREAS, college students get valuable hands-on experience in their fields of study in many county departments, which in 2013 included a Geographical Information Systems analyst in Information Services; an assistant to the Kitsap County Forester; a design and drafting assistant in Public Works; and chemical dependency counselor trainees at Kitsap Recovery Center; and

WHEREAS, Olympic College celebrates the value of interns and volunteers by declaring November as Internship and Volunteer Service Awareness Month in partnership with its onsite four-year universities; and

WHEREAS, Olympic College's Cooperative Education and Internship Program and Career Services kicks off Internship and Volunteer Services Awareness Month with its Internship and Volunteer Service Fair November 7, 2013;

NOW THEREFORE, BE IT RESOLVED THE KITSAP COUNTY BOARD OF COMMISSIONERS hereby proclaims November 2013 as Olympic College Internship and Volunteer Service Awareness Month.

Adopted this 14th day of October 2013



**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**



JOSH BROWN, Chair



CHARLOTTE GARRIDO, Commissioner



ROBERT GELDER, Commissioner

ATTEST:



Dana Daniels, Clerk of the Board

Tips to Help Ensure a Successful Internship

The road to a career is more like a maze: choosing a college, selecting a major, constructing a resume, scheduling interviews. It can be very stressful and to make matters worse, some students find themselves with jobs they know very little about. Yet don't lose hope, there is something that can teach a student the fundamentals of career life: an internship.

Indeed, internships can be the most impressive item on a student's resume. It shows real experience and the ability to accomplish more than digesting college classroom theories. In some instances, participating in an internship will put a particular person ahead of the competition and can be the deciding factor in securing paid employment later. Follow these tips in order to ensure a positive and successful internship experience.

1. Don't be afraid to talk to your coworkers.

Don't be intimidated because you are a student. People are sometimes too busy to roll out the red carpet, which means you have to make the first move to talk with your coworkers and supervisors.

2. Ask for things to do.

Don't wait to be told what to do. Solving problems and taking initiative are the best ways to stand out from the crowd.

3. Learn all you can about the industry.

Talk with people in different departments as well as clients and vendors.

4. Read everything you can find.


You won't find everything you need to know in the training manual. Reading contracts, letters, memos, press releases and trade publications will help you become informed on all elements of the business.

5. Ask to attend meetings and events.

You will learn how things really get done.

6. Don't burn any bridges.

You never know when you will see someone later in your career.



10 Reasons Why People Volunteer

- 1. Altruism.**
- 2. A way of giving back to an organization.**
- 3. Meet people.**
- 4. Learn new skills; they want to help and learn at the same time.**
- 5. Meet the kind of people who share the same interests.**
- 6. Gain insight into an organization.**
- 7. Looking for a job.**
- 8. Career sampling, trying a workplace on for size.**
- 9. Use skills, talents, and interests they have developed in the workplace.**
- 10. Looking for something to keep busy.**

Reprinted from Kitsap Regional Library Volunteer Newsletter



Opportunities

JOB • INTERNSHIP • VOLUNTEER

Access listings with the
Olympic College Career Center

[https://www.myinterfase.com/
olympic/student](https://www.myinterfase.com/olympic/student)

Internship: A Working Interview

By: Barbara Parker, CMA, CPC, CCS-P
Faculty for the Olympic College Medical Billing and Coding

Employers and students may ask, “What is the purpose of an internship?” My answer to students in the Olympic College Medical Billing and Coding program is “It is a 90 or 180 hour job interview.”

An Internship is an opportunity to show an employer the caliber of employee an intern would be, what type of transferrable or new skills they may possess, and perhaps most important, their “soft skills” can be demonstrated.

While a great grade point average may indicate how well the student can perform in a technical capacity, it does not accurately reflect those skills that are so important to success in any field: work ethic, initiative, and teamwork. Soft skills are often considered “observable” rather than “measureable,” so observing students in work settings is helpful. Recruiters often say that “hard skills get you hired, soft skills get you fired.”

An internship is a real-life learning experience. It may be required or optional in some programs but allows the student to learn and hone the knowledge and skills acquired in school. (Internships are also called a practicum in some fields.) School may not prepare you for the reality of actually having a job. It is very different from being in college where you have blocks of classes with “free” time in between. In classes, your teachers may be supportive and are tasked with helping you learn. At an internship site you must arrive ready for work and prepared to work the entire time. An internship can help you transition from student to employee.

I am reminded of a quote from Bill Gates: “If you think your teacher is tough, wait until you get a boss. He doesn't have tenure.” Having an opportunity to work in the field a student has trained for is powerful. The student will meet people in their chosen field and make connections with them. The experience looks great on a resume and for students starting a new career this is critical. Students also have an opportunity to actually experience the job. While school is helpful in providing training, it does not compare to the actual job.

Employers will hire a good intern, if they have a position. If the student has performed above expectations, they will contact colleagues who may be hiring. I have found that the internship is pivotal in finding the right job.

My advice to students is to participate fully in an internship. It may be your pathway to employment so take it seriously and always perform above expectations. It is your opportunity to show an employer what an outstanding employee looks like.

Students in Need Group (SING)

Are you struggling?

Do you want to know where you can go for help?

Let Olympic College and SING help you connect to available services and resources to help you succeed!

HSS 206 ~ 360-475-6817
pthomas@olympic.edu
www.olympic.edu/SING





OLYMPIC COLLEGE

Register Now!

Two (2) Credits

**Internal Revenue Service Income
Tax Assistance Internship**



**Tax Preparation Training Sessions
Held on Bremerton Campus:**

- **December 12 & 13, 2013 and**
- **January 24 or 31, 2014**

The AARP's IRS/Tax-Aide program will offer a FREE tax preparation session for students wanting to earn college credit.

The training program provides an opportunity for students to earn college credit for work experience, enhance their resume and volunteer time to their community.

**For information, contact the Cooperative Education and Internship Program
HSS Bldg., Room 205; 360-475-7480 by December 6th .**

*Sponsored in cooperation with the Internal Revenue Service (IRS), American Association of Retired People (AARP),
Olympic College's Cooperative Education and Internship Program and Faculty*



OLYMPIC COLLEGE

www.olympic.edu

Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its program and activities.

ORGANIZATION	AREA	DETAILS
1. A Place Called Hope www.aplacecalledhope.us/	Olalla	Services: Serves children, youth, and families by licensing foster families and placing children in those home environments. Adoption program. Independent living skills/parenting classes. Positions: Beginning case aides, child and family support specialists, case managers, home licensing, IT support Volunteer Training Program: Yes
2. The Admiral Theater www.admiraltheatre.org	Kitsap County	Services: Arts and Entertainment. The historic Admiral Theatre was transformed by a magnificent renovation and reopened in 1997. The 1942 movie house is a one-of-a-kind performance venue for a variety of events. Positions: Office assistants, ushers, greeters, back-stage technicians Volunteer Training Program: Yes, for back-stage technicians only.
3. American Red Cross www.seattleredcross.org	Bremerton	Services: Immediate disaster response, health and safety training, community disaster education. Projects: Community disaster presentations, health and safety instruction, volunteer management, case management, office administration, working with area youth. Positions: Emergency Responder, Health and Safety Instructor, Volunteer Event Coordinator, Community Disaster Education Planner, Admin Professional, Health/Safety Teachers Aide Volunteer Training Program: Yes
4. Ameri-Corps www.communityyouthservices.org	Kitsap County	Services: Provides advocacy, mentoring and support for youth and families, recruit community volunteers, and facilitate service projects Projects: Family Literacy Events, Volunteer Recruitment
5. Animal Rescue Families www.animalrescuefamilies.org	Kitsap County	Services: Fostering/adoption for abandoned domestic animals Projects: Adoption facilitation at various sites in Kitsap County Positions: Volunteers work with adoption and fostering of needy animals. Some administrative work needed.
6. Armin Jahr Elementary School Washington Reading Corps www.volunteermatch.org	Bremerton	Services: Volunteer tutoring for readers grades K-5th Positions: Reading tutors
7. Big Brothers Big Sisters of Puget Sound www.bbbsps.org	Puget Sound	Services: A one- to-one mentoring program for youth ages 7-16 with positive adult (ages 18 and older) role models Projects: Community-based youth mentors Volunteer Training Program: Yes
8. Black Historical Society of Kitsap County, Inc. kitsapblackhistory.org	Kitsap County	Services: To research and promote the rich history of African Americans in Kitsap County. Our main focus is to inspire and educate all audiences by the richness of this untold story of Kitsap County. Projects: Summer reading adventure program, display setup, event coordination, web site and administrative work. Positions: Interns and volunteers for all projects
9. Bloedel Reserve www.bloedelreserve.org	Bainbridge Island	Service: Public gardens and nature preserve. Projects: Docents, gardeners, office assistance Positions: Volunteers
10. Boys & Girls Clubs of South Puget Sound, North Mason Branch www.bg-clubs.com	Belfair, Bremerton	Services: Arts, technology, education and career development, health and life skills, character and leadership development, sports, fitness and recreation and more Projects: Childcare staff, administrative support, club activities, computer technology, special events, advisory board, facility upkeep, marketing
11. Bremerton Chamber of Commerce (Armed Forces Festival) www.bremertonchamber.org	Kitsap County	Services: Marketing and promotion of Bremerton Armed Forces Festival Projects: Organizing and operating the nation's largest and longest running armed forces festival

ORGANIZATION	AREA	DETAILS
12. Bremerton Foodline www.bremertonfoodline.org	Bremerton	Services: Food, at no cost, to people in financial crisis Positions: Volunteers
13. Bremerton Housing Authority www.bremertonhousing.org	Bremerton	Services: provide decent, safe and sanitary housing to low income families at an affordable price. Our goal is to provide this housing within an environment that fosters the advancement of low income families from a position of dependency to one of self sufficiency. Projects: Barista training, youth programs, employment referrals, education referrals, Positions: Volunteer instructors, Volunteer youth mentors, Volunteer Barista's, Volunteer adult mentors and tutoring/homework assistance. Volunteer Training Program: Yes, Barista only
14. Bremerton Kitsap Access Television (BKAT) www.bkat.org	Bremerton	Services: Public Access Television Positions: Technical intern, camera operators, editor interns (should have some skills in audio, visual areas) Volunteer Training Program: Yes
15. Bremerton Symphony www.bremertonsymphony.org	Kitsap County	Services: A non-profit organization, which includes the Bremerton Symphony Orchestra, the Bremerton Symphony Concert Chorale, The Bremerton Symphony League and The Bremerton Symphony Endowment Fund. Our mission is to further the musical development of amateur musicians and to provide a positive and viable cultural asset to the community. Positions: Seeking music majors for a variety of internship positions
16. Catholic Community Services www.ccsww.org	Bremerton	Services: Provide transportation for errands & appointments, help w/ minor repairs & errands for low income/disabled seniors Projects: Work with clients, organize large projects with volunteers, office program training and community involvement Positions: Special projects, office assistant, field work Volunteer Training Program: Yes
17. Central Kitsap Food Bank http://ckfoodbank.org	Silverdale	Services: Provide food at no cost to those in need who reside in the Central Kitsap. Projects: Assist customers, stock shelves, customer service Positions: Volunteers
18. Central Kitsap High School www.ckhs.cksd.wednet.edu	Silverdale	Services: Three-year comprehensive high school, providing educational services to over 1,400 students Positions: Tutors, chaperones, booster clubs for sports and band, Shared Decision Team members, and committee members
19. Children of the Nations www.COTNI.org	Silverdale	Services: Partnering with nations to provide holistic, Christian care for orphaned/destitute children Projects: Admin. assistants, copy editors/proof readers, communications assistant, receptionists, donations sorter, Spanish to English translators. Internships available.
20. Chuckwagon Senior Nutrition Program www.bremertonservices.wordpress.com/programs/chuckwagon	Kitsap County	Services: Deliver nutritious meals to persons 60 years and older in Kitsap County who are home-bound due to illness or disability. We also serve hot, nutritious meals at various locations throughout the county. Projects: Delivering Meals on Wheels, serving meals at sites and office work Volunteer Training Program: Yes
21. City of Bremerton www.ci.bremerton.wa.us	Bremerton	Services: Police, fire, parks, public works Projects: Water resources, wastewater treatment plant Volunteer Training Program: Yes
22. City of Bremerton (Municipal Court) www.ci.bremerton.wa.us (Click the link to court)	Bremerton	Services: City court system Projects: Administrative, interns for judicial assistants Positions: Volunteers and Interns Volunteer Training Program: Yes

Visit Your Olympic College Career Center Today!

The Olympic College Career Center provides a wide-range of career, internship and employment planning services to assist students in developing self-directed job search skills. Students can earn college credit for positions that are: cooperative education, internship, volunteer service or work-study by combining classroom learning with valuable on-the-job experience.

We offer student computers for employment and internship preparation, as well as free keyboarding and 10-key testing for enrolled students (services may vary at each campus). You can also explore career assessment tools, career research websites and other on-line resources to aid in the job search process.

Students have access to career development workshops such as cover letter and resume writing, interviewing, portfolio preparation, workplace survival skills and much more! The Career Center offers an on-line job board. Listings include on-campus and community jobs, volunteer and internship opportunities specifically posted for Olympic College students, graduates and program participants.

In addition, the Career Center hosts numerous career related events. Check our online calendar for the dates at: <http://www.olympic.edu/Students/StudentServices/CareerCenter/Career+Center+Events.htm>.

**SAVE
THIS DATE
FOR NEXT
YEAR'S
FAIR**



Thursday,
November 6,
2014

Olympic College Cooperative Education and Internship Program



■ Earn college credit for working!

This may include work-study, co-op, internship and volunteer service positions.

■ Hire an Intern

Hiring Olympic College students makes good business sense. For you, the employer, Cooperative Work Experience and Internships offers:

- **The Right People:** Excellent, motivated students who are eager to meet the changing business climate
- **Cost-Effective Recruitment and Training:** An opportunity to evaluate prospective employees under actual working conditions
- **Meets Cyclical Hiring Demands:** Meets peak or seasonal needs without a long-term employment commitment; frees professional staff for more creative and high-level tasks
- **Enhancement of Employer and College Partnership:** Provide feedback and updates on industry innovations and technology advancement

For more information contact:

Cooperative Education and Internship Program
1.800.259.6718 ext. 7480 or 360.475.7480
E-mail: cooped@olympic.edu
www.olympic.edu/Internship

Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

OLYMPIC COLLEGE
www.olympic.edu

ORGANIZATION	AREA	DETAILS
23. Comfort Keepers www.comfortkeepers.com	Kitsap County	Services: In-home care of seniors, from homemaking to personal one-on-one care, bathing, dressing, feeding and transferring Projects: Marketing Positions: Volunteers, interns
24. Communitas http://www.communitas.org	Bremerton	Services: Provide residential service and support for individuals with developmental disabilities in their home and community Projects: Direct support for individuals with developmental disabilities in a variety of capacities Positions: Office/clerical work assisting Chief Operations Officer and Human Resource Manager Volunteer Training Program: Yes
25. Crisis Clinic of the Peninsulas www.crisisclinicofthepeninsulas.org	Bremerton	Services: Telephone contact with incoming calls from people in situational distress, offering resources and referrals Projects: Actively listen to callers, assist caller in the problem solving arena, provide verbal intervention to those contemplating suicide. Offer resources and referrals; great opportunity for those considering working in mental health area Volunteer Training Program: Yes
26. Dept. of Corrections, WA State (Mission Creek Correction Center for Women) www.doc.wa.gov/facilites/prisonmcccw	Belfair	Services: Adult female corrections Projects: Parenting/life skills, mentors, tutoring, recreation, crafts Volunteer Training Program: Yes
27. Dept. of Corrections, WA State http://www.doc.wa.gov/community/volunteer	Kitsap	Services: Field and facility supervision of felons to include assistance with housing, treatment, education, etc. Projects: Case management, advocacy, classroom facilitation Positions: Community corrections officer assistant, facilitator, support staff assistant, clerical support, faith based support Volunteer Training Program: Yes
28. Dept. of Parks and Recreation, WA State www.parks.wa.gov	Olympia, various state parks	Services: State parks and recreation to the general public Projects: Administration, facilitation, program design, special events. Please check website for current information Positions: Varies Volunteer Training Program: Yes
29. Dept. of Social and Health Services (DSHS), Division of Children & Family Services, WA State www.dshs.wa.gov/ca/general/index.asp	Bremerton	Services: Protect abused and neglected children, support families to safely care for their own children and provide quality care and permanent families for children Projects: Interns will learn case management, assessment, community networking. You will have the ability to make connections with other community agencies and gain practical experience Positions: Interns, Case Aides and Volunteers Volunteer Training Program: Yes
30. Dispute Resolution Center of Kitsap County www.kitsapdrc.org	Silverdale	Services: Mediation, large group facilitation and training sessions on various forms of conflict resolution and communication skills Projects: Client intake, updating and maintaining databases, office administration, human resources, and training projects, public relations and marketing activities, grant writing, office and yard maintenance Positions: Intake Specialist, Grant Writer, Office or Human Resources Assistant, Training, Facility Maintenance or Community Development Coordinators Volunteer Training Program: Yes
31. Georgia's House www.gmweaverfoundation.org	Kitsap County	Services: A temporary family-type shelter for homeless women and children. Project: Staffing the shelter to ensure safety and comfort. Event planning, fundraising and arranging family gatherings. Positions: Interns or Volunteers

ORGANIZATION	AREA	DETAILS
32. Girl Scouts--Totem Council www.girlscoutswa.org	Bremerton	Services: A leadership development program that provides girls ages 5 - 17 with opportunities to discover themselves and their world, and to feel empowered to make a difference Projects: Education, management, accounting, marketing Positions: Girl Scout Leaders: Work with small groups Administration Volunteers: Work with other adults to administer the program through marketing, accounting and registration tasks, management, and event planning. Volunteer Training Program: Yes
33. Greater Peninsula Conservancy www.greatpeninsula.org	Kitsap, Mason & North Pierce Counties	Services: Non-profit land trust protecting local rural areas and wild lands. Projects: Stewardship duties, habitat restoration, community outreach and interaction, outdoor activity programs, office assistance, Information Technology.
34. Habitat for Humanity Kitsap County http://kitsaphabitat.org	Bremerton	Services: We work in partnership with low-income families to lift them from substandard housing to a safe, affordable home. Projects: Volunteers to help expand capacity to help more low income families. Builders Bargains is our new retail store that accepts donations of new and gently used construction materials Positions: Grant Writer, Construction Management, Resource and Funding Management, Volunteer Management Volunteer Training Program: Yes
35. Harrison Medical Center http://www.harrisonmedical.org	Bremerton	Services: College, teen, and adult volunteer opportunities available year round. Please contact our office for information and to request an application Projects: Students needing exposure to a hospital setting or a specific area are encouraged to volunteer Positions: Volunteer opportunities are available in Bremerton, Silverdale, North Kitsap, South Kitsap in-patient and non-patient areas Volunteer Training Program: Yes
36. Helpline House www.helplinehouse.org	Bainbridge, North Kitsap	Services: Food, clothing, medical equipment, counseling Positions: Desk volunteer, food bank, clothing bank Volunteer Training Program: Yes
37. Holly Ridge Center www.hollyridge.org	Bremerton	Services: Support people with disabilities Projects: Administration and clerical support, classroom and therapy preparation, special events, bulk mailing, gardening, building upkeep, and special projects Positions: Development, administrative and adult employment service interns Volunteer Training Program: Yes
38. Hood Canal Salmon Enhancement Group www.hcseg.org	Belfair	Services: A grant based organization dedicated to salmon enhancement and salmon habitat protection and restoration. Also, noxious weed control. Projects: Outdoor education and outreach, Environmental Explorations--an annual camp for area 7th graders, fish counts, noxious weed controls. Positions: Interns and volunteers
39. Housing Resources Board www.housingresourcesboard.org	Bainbridge	Services: Non-profit housing agency providing affordable housing opportunities to low-income Projects: Outreach services, planning tenant meetings, coordinate activities, marketing
40. Illahee State Park www.parks.wa.gov	Bremerton	Services: Outdoor recreation, natural resources Projects: Preservation of natural resources, trail and park maintenance. Positions: Volunteers needed in spring and early Summer.
41. Internal Revenue Service (IRS) and American Association of Retired People (AARP) Tax-Aide Program www.aarp.com (type in tax aide in search box)	Bremerton	Services: Simple tax returns, electronically filed for low income with special attention to the elderly. Projects: Tax-Aide sponsors a site at Olympic College where students can be trained from February 1 through April 15. They will do simple taxes for the public on a computer program through a two (2) credit internship/course. One (1) credit is the training session and the other one credit requires 30 hours of volunteer service preparing taxes at the site Positions: Counselor Volunteer Training Program: Yes

ORGANIZATION	AREA	DETAILS
42. Juvenile Rehabilitation Administration www.dshs.wa.gov/jra/	Bremerton	Services: Volunteers act as mentors to youth who are serving time in juvenile correctional institutions. The goal of the mentor program is to help young people leaving correctional institutions make the transition back to the community with the aid of a caring adult Projects: Social work, social services or criminal justice fields within the state system Positions: Volunteer mentor
43. Kitsap Adult Center for Education http://www.kitsapliteracy.org	Bremerton	Services: Helps adults improve reading, writing and math skills, learn English as a Second Language (ESL) and prepare for the GED or adult high school diploma (EDP) exams. Projects: 1 to 1 tutoring, GED preparation classes, family literacy, English language/civics education, ESL conversation groups, intensive reading classes, and workplace literacy. Volunteer Training Program: Yes
44. Kitsap Applied Technologies www.katkitsap.org	East Bremerton	Services: Promoting employment for disabled veterans and adults with developmental disabilities. Positions: Adult Employment Service Interns, conduct assessments, promote employment skills training Volunteer Training Program: Yes
45. Kitsap Community Resources, Continuum of Care Coalition/Homeless Count http://www.kcr.org	Bremerton	Services: Prevention of homelessness in Kitsap County. Housing service providers. community forum for agencies and advocates to work towards reducing homelessness in Kitsap. Projects: January homeless count Positions: Volunteers, interns
46. Kitsap County http://www.kitsapgov.com/	Port Orchard	Services: Protect/promote health, safety and welfare of citizens Projects: Administrative, clerical, advocacy, case management, information and assistance, grant writing research, public relations, community planning, or recreation/parks, Stream Team. Positions: Volunteers: CDP interns, probation interns, SHIBA helpline, accounting intern, public relations intern, parks & recreation intern, clerical, and environmental internships Volunteer Training Program: Yes
47. Kitsap County (Juvenile Dept.) www.kitsapgov.com (click on volunteer services)	Port Orchard	Services: Detention facility for youth, Kitsap Alternative Transitional School, Kitsap adolescent recovery and probation/ dependency services. Projects: Internships are available for detention, alternatives to detention, court services and chemical dependency program Positions: Detention assistant, probation intern, chemical dependency professional trainee, food services assistant, mentor programs, court appointed special advocate (CASA - 2 year commitment), community diversion board and office assistant (background check required for all positions.) Volunteer Training Program: Yes
48. Kitsap County -"Housing Kitsap" http://www.kccha.org	Silverdale	Services: Low income families, children and youth; home counseling, credit counseling and family self-sufficiency programs Projects: After school homework clubs, community service/leadership program, summer employment for teens Positions: Interns and volunteers
49. Kitsap County Historical Society and Museum www://kitsaphistory.org	Kitsap County	Services: Museum, research library, school tours and programs/lectures Positions: Educational components, living history, curatorial, archival, general volunteer Volunteer Training Program: Yes
50. Kitsap County HIV AIDS Foundation www.kchaf.org	Silverdale	Services: Assistance and advocacy for persons living with HIV/AIDS. HIV prevention/ education to at-risk populations Projects: Youth (14-19) drop in center, special events HIV prevention, administration, fundraising Positions: Youth center facilitators, program assistants Volunteer Training Program: Yes
51. Kitsap Humane Society www.kitsaphumane.org	Silverdale	Services: Animal welfare Projects: Dog and cat care, dog walking, dog trainers, laundry assistance, clerical and data entry, customer service, event planning, grant writing, fundraising, and more Positions: Volunteer opportunities

ORGANIZATION	AREA	DETAILS
52. Kitsap Legal Services www.kitsaplegalservices.org	Kitsap County	Services: Provide civil legal assistance to low income residents of Kitsap County Projects: Computers (Information Technology), legal, administrative Positions: Volunteers
53. Kitsap Mental Health Services http://www.kitsapmentalhealth.org	Bremerton	Services: Community Mental Health Projects: Direct clinical support for clients in a variety of clinical programs, administrative, staffing 24-hour crisis clinic hotline Positions: Counseling, case management, direct client care Volunteer Training Program: Yes
54. Kitsap Regional Library http://www.krl.org	Bremerton	Services: A mid-size rural library district serving: Bainbridge Island, Downtown Bremerton, Kingston, Little Boston, Manchester, Port Orchard, Poulsbo, Silverdale, Sylvan & Way Positions: CLICK! Computer literacy instruction; general literacy work: Books2Go book processing, book mending, shelf reading; public relations: graphic design, writing, special event planning; gardening; arts & crafts projects; summer reading program support; teen program support; clerical/office. Volunteer Training Program: Yes
55. Kitsap Youth Mentoring Consortium www.kitsapmentoring.org	Port Orchard	Services: Mentoring for children and youth Positions: A volunteer opportunity to work with youth (one-to-one). This is an opportunity for students interested in the fields of social service and education Volunteer Training Program: Yes
56. Lutheran Community Services Northwest www.lcsnw.org	Kitsap County	Services: In-home care of seniors Projects: Home care and marketing Positions: Case Aide, Office Assistant, Adult Day Assistant
57. Martha and Mary Health Center www.marthaandmary.org	Poulsbo	Services: Geriatric population care and childcare site and in-home services Projects: Internships on a case by case basis, depending on the applicant's needs as well as the needs of the facility Volunteer Training Program: Yes
58. Mary E. Theler Community Center & Theler Wetlands www.thelercenter.org	Belfair	Service: Provides gathering place and activities for community enrichment. Protects, maintains, and showcases wetland trails, so that people may enjoy the unique natural environment. Projects: Office work, trail maintenance, assistance for student visitors Positions: Interns or Volunteers Volunteer Training Program: Yes
59. Naval Avenue Early Learning Center—Washington Reading Corps www.volunteermatch.com	Bremerton	Services: Early childhood education, reading improvement Projects: Use research-based methods/materials to work with reading students one-on-one and in small groups, math help, recess monitoring, special events. Positions: Volunteers
60. Navy Marine Corps Relief Society www.nmcrs.org	Kitsap	Services: Financial assistance and education for U.S. Navy and Marine Corp personnel and their eligible family members Positions: Casework or receptionists Volunteer Training Program: Yes
61. Navy Museum Northwest Naval Undersea Museum and Puget Sound Navy Museum www.history.navy.mil	Kitsap County	Services: Preserve and interpret U.S. Navy history via official U.S. Navy Museums, public programs, publications. Also, through preservation of artifacts, documents, images and artwork. Positions: Various

ORGANIZATION	AREA	DETAILS
62. North Kitsap Fishline www.nkfishline.org	Poulsbo, Suquamish, Keyport	Services: We serve low/no income population of North Kitsap; food bank, monthly food boxes, emergency services--i.e.: rent, utilities, gas, medical co-pays and emergency housing Positions: Internships--advocacy, volunteer management, food operations, general non-profit. Volunteers-- food bank, thrift shop, front desk reception, newsletters, grocery pick-up drivers
63. Olympic Resource Management www.orm.com	Kitsap County	Services: Olympic Resource Management (ORM) specializes in timberland management and investments in the timber assets Positions: Internships Projects: Administrative support, accounting
64. Olympic College Foundation www.olympic.edu/businesscommunity/foundation	Kitsap County	Services: Support for Olympic College students and programs through private donations Projects: Student ambassadors for community events, public relations. Positions: Volunteers
65. Pathways to Success www.oesd.wednet.edu	East Bremerton	Services: Provide youth (16-21) of our community with the skills to build their future through education, job training and career development Projects: Case management assistance, facilitation, and special events Positions: Volunteers
66. Peninsula Community Health Services www.pchweb.org	Bremerton, Poulsbo, Port Orchard	Services: Quality, affordable primary medical and dental services for children and adults. Projects: Medical and dental front office, medical records, administrative, community outreach, and fundraising support Positions: Medical Assistants and Front Office (Internships), Medical and Administrative and Fund Raising (Volunteers) Volunteer Training Program: Yes
67. Pierce County Alliance www.pcyouthservices.org	Tacoma	Services: Foster Care to College assists foster youth ages 16-21 in graduating high school and entering post-secondary schooling; accomplished through matching the foster youth with mentors to help with school and transition into college Projects: Mentors needed in Kitsap and Pierce County for Foster Care to College Program Positions: Mentors to assist foster youth in career development, academic performance, educational possibilities and college or vocational school planning Volunteer Training Program: Yes
68. Port Gamble S'Klallam Tribe www.pgst.nsn.us/	Kingston	Services: To improve the quality of life for all tribal members Projects: Administration, management, preservation
69. Positive Solutions www.psbrc.org	Bremerton	Services: Information to people with disabilities who are receiving SSI or SSDI about the Social Security Administration's work incentives program. Workshops and private one-on-one interviews in which work benefits are explored Projects: DASH Fair a resource showcase and job fair for individuals with disabilities and others in the community concerned about people with disabilities. (We will have other volunteer opportunities throughout the year)
70. Puget Sound Blood Center www.psbrc.org/volunteers/index.htm	Kitsap & Olympic Peninsula	Services: Blood donation center and mobile blood drives Projects: Register and monitor donors and administrative work Positions: Registration, donor monitor, administrative, orientation, training and on-site supervision. Volunteer Training Program: Yes
71. Puget Sound Naval Shipyard (PSNS) and Intermediate Maintenance Facility (IMF) www.navsea.navy.mil/shipyard/puget	Kitsap County	Services: Maintenance, modernization, and technical and logistics support needed to fix ships Positions: Co-op/Internship opportunities in engineering and science, administrative office support, business management. Student Career Experience Program (SCEP) Application Process: Submit resume, cover letter and unofficial transcript
72. Retsil Veterans Home www.dva.wa.gov	Port Orchard (Retsil)	Services: Medical and supportive care to veterans and their spouses Positions: Activities, social work, nursing, business services, maintenance, laundry services, computer assistance Volunteer Training Program: Yes

OLYMPIC COLLEGE
Cooperative Education and Internship Program

Resources for Finding an Internship or Volunteer Site

1. Family & Friends

Ask them to help you come up with 10 organizations in your geographic area.

2. Career Center Web Resources and Search Engines

www.olympic.edu/Students/StudentServices/CareerCenter

3. Limited Paper-based Directories in the Career Center

4. Websites of Professional Organizations for Your Career Field

For Example: Association of Electrical Engineers (AEE) or the American Psychological Association (APA)

5. State Government Internships and/or Jobs

Go to the Civil Service section and look for internships. In Washington, go to:
<http://www.dop.wa.gov/>

6. Federal Government Internships and/or Jobs

www.studentjobs.gov
http://www.usa.gov/Citizen/Topics/Work_for_the_Government.shtml

7. Chambers of Commerce

Use Google.com or another search engine
Type in “Chamber of Commerce” for your area of choice.
For example: “Chamber of Commerce for Bremerton, Washington”

8. Business Journal for Your Region

Use Google.com or another search engine
Type in “Business Journal” -- for example: “Business Journal for Seattle, Washington”
Follow the link and look for the online member directory
Some Chambers will list members by categories such as accountants, engineering, etc.

9. Phone Book

Yellow Pages -- many non-profit organizations are listed under the “Association” section
Blue Pages -- human service agencies, local, state and federal government agencies are listed here

When you go to an organization link, look for the section - Careers, Human Resources, or Contacts. Some organizations will list internships in their own section.

ORGANIZATION	AREA	DETAILS
73. Salish Sea Expeditions www.salish.org	Bainbridge	Services: Youth 5-12th grade through sea investigators multi-day, boat-based, hands-on science education programs Positions: Office assistant, public outreach, shipboard assistant, shore support, yard maintenance, special events, food bank assistant Volunteer Training Program: Yes
74. Salvation Army, The www.bremertonsalvationarmy.org	Bremerton	Services: Meals, food bank, utility assistance, blankets, diapers, toiletries, summer camp, Christmas baskets, spiritual counseling, free haircuts Projects: Serving meals, Christmas food/toy distribution, food bank volunteer Positions: Volunteers for bell ringer, breakfast/ lunch serving, food bank Volunteer Training Program: Yes
75. ShareNet Food Bank & Thrift Store www.baysidecommunitychurch.org	Kingston	Services: Providing food assistance to people in Kingston, Indianola, Suquamish, Eglon, and Little Boston. Positions: Volunteers
76. Sound Works Job Center www.homepages.donobi.net/ soundworks	Poulsbo	Services: Job search assistance for Kitsap County residents, low income and unemployed Projects: Human resources, data entry, customer service, office management Positions: Office assistant, data entry assistant
77. South Kitsap Helpline www.skhelpline.org	Port Orchard	Services: Food and critical services to children, adults and seniors Projects: Seeking thrift store/food bank volunteers, office support Volunteer Training Program: Yes
78. St. Vincent De Paul Assistance Office and Food Bank www.svdpusa.org	Bremerton	Services: Food banks, assistance for other basic needs low income families. Projects: Web page design and set-up, food bank basket, customer service Positions: Volunteers
79. Suquamish Tribe Fisheries Department www.suquamish.org	Suquamish	Services: To preserve, protect and enhance fisheries resources. Management of all marine fish stocks, especially salmon. Fisheries stock assessment activities around Kitsap Peninsula. Projects: Varied Positions: Interns and Volunteers
80. Tacoma Area Coalition of Individuals with Disabilities (TACID) www.tacid.org	Tacoma	Services: Disability services offered to the disabled community Projects: Advocacy, case management on a needed basis in housing department, administrative duties, special events Positions: Housing and employment, mental health, Blind Independent Program and volunteer department Volunteer Training Program: Yes
81. The Coffee Oasis thecoffeeoasis.com	Kitsap County	Services: A faith-based, non-profit organization that consists of two things: coffee shop businesses and programs for homeless, street oriented youth. Projects: Street and school outreach, drop in centers, teen shelter, case management, mentoring and job training. Positions: Interns, Volunteers Volunteer Training Program: Yes
82. United Way of Kitsap County Volunteer Center www.unitedwaykitsap.org	Bremerton	Services: Online Volunteer center connects people with volunteer opportunities Projects: Promote volunteerism, volunteer management, communication and public outreach, grant writing Volunteer Training Program: Yes
83. View Ridge Elementary School www.bremertonschools.org www.k12.wa.us	Bremerton	Services: 1-to-1 tutoring to students who are struggling with reading proficiency in Kindergarten through 5th grade Projects: Tutoring, reading groups Positions: AmeriCorps & Non-AmeriCorps Reading Tutors Volunteer Training Program: Yes

ORGANIZATION	AREA	DETAILS
84. Volunteers of America www.voaww.org	King and Snohomish Counties	Services: Help for vulnerable families, adults with disabilities, and seniors Projects: Case management, housing and transitional services Positions: Interns and Volunteers Volunteer Training Program: Yes
85. Walk in the Light International www.witli.com	Port Orchard	Services: Community development organization operating in Africa to turn villages in poverty into villages that are self sustaining; sponsorship of children. Projects: Office Work, financial, sponsorship communications, human services, fund raising Positions: Interns and volunteers Volunteer Training Program: Not yet
86. Washington Youth Academy www.doc.wa.gov/facilities/prison.wcc	State of WA	Services: To provide at-risk youth a quality education, positive values, and life and job skills training in a quasi-military type environment to give hope and opportunity for a new future. Projects: Working with students in classroom with education professionals or 1 on 1. Positions: Tutoring math, science, language arts. Volunteer Training Program: No
87. Washington Corrections Center www.doc.wa.gov/facilities/prison/wcc/	Shelton	Positions: Community Corrections Officer Assistant, Facilitator, Support Staff Assistant Volunteer Training Program: Yes
88. West Hills Elementary School (Washington Reading Corps) www.bremertonschools.org www.k12.wa.us	Bremerton	Services: Elementary reading education for Bremerton children Projects: Pair volunteer tutors with students who are struggling to read in one-on-one tutoring sessions. Volunteers provide support in reading skills, act as tutors, mentors and role models Positions: Volunteer tutor in reading and other items Volunteer Training Program: No
89. West Sound Technology Professionals Assoc (WSTPA) www.westsoundtechnology.org	Silverdale	Projects: Membership and sponsorship support and recruitment, maintenance of database and website, creation and dissemination of promotional and other materials via web, phone, mail or email
90. WorkSource (Mason County) Dept. of Employment Security www.simplyhired.com	Olympia	Services: Employment Services Projects: Social Services Volunteer Training Program: No
91. YES! Magazine www.yesmagazine.org	Bainbridge Island	Services: YES! Magazine is a quarterly publication focused on building a just, sustainable and compassionate world Projects: On-line and print editorial interns, education & media outreach. Positions: Interns only
92. Youth for Christ, West Puget Sound www.yfcwps.org	Bremerton	Services: Teach foster children how to live successfully after leaving the foster care system Projects: Teach daily living, social relationships, career planning, housing and money management, and self-care Positions: Internship, volunteer and counseling positions Training Program: Yes
93. YMCA, Kitsap Family www.kitsapfamilyymca.org	Kitsap County	Services: Serving Kitsap County with total health/well being programs. Recreation/fitness programs for all ages/abilities. Projects: Late Night Teen program, Selective Swim for disabled youth, Splash and Jam, Youth Activity Center programs Volunteer Training Program: Yes
94. YWCA www.kcdvtf.org	Bremerton	Services: Family, client and legal advocacy, information and referrals, support groups, case management Projects: Family services-advocacy, support group facilitation, case management, legal advocacy--attend court hearings. Positions: Client, Legal and Family Advocates Volunteer Training Program: Yes

Mason County Sites for Internships and Volunteer Service

ORGANIZATION	AREA	DETAILS
1. Boys and Girls Clubs of South Puget Sound www.bg-clubs.com	Belfair, Bremerton	Services: Arts, technology, education and career development, health and life skills, character and leadership development, sports, fitness and recreation and more Projects: Childcare staff, administrative support, club activities, computer technology, special events, advisory board, facility upkeep, marketing
2. Crisis Clinic of Thurston and Mason Counties www.crisis-clinic.org	Thurston, Mason Counties	Services: We strive to empower people, especially those in crisis, through telephone intervention, information and referral every hour of the year. We train volunteers and educate community groups in crisis intervention skills. Projects: Conducting crisis intervention by handling incoming calls, events, fundraising and administrative work. Positions: Interns & Volunteers Volunteers Training Program: Yes
3. Faith in Action West Sound http://fiaws.org	Mason County, South Kitsap	Services: Provide support services for seniors and individuals with disabilities living in North Mason County and South Kitsap Projects: Medical transportation, assistance with shopping, light cooking and chores, gardening, in-home assessments, home visits, office work, volunteer recruitment, store volunteers Positions: Volunteer Volunteer Training Program: Yes
4. Habitat for Humanity Mason County www.habitatmasonwa.org	Shelton	Services: Helping to provide decent, affordable housing to people in need. Projects: Volunteers to do various tasks involved with building houses for low-income families.
5. Harmony Hill Retreat Center http://www.harmonyhill.org	Union	Services: Three day residential or one-day cancer retreats at no cost to people affected by cancer. Wellness retreats open to the public, including but not limited to yoga workshops, labyrinth meditation retreats, and sustainable gardening workshops. Projects: Assistance with organic/sustainable gardening practice and design, restoration of Lavender Labyrinth, herb/whole foods processing, making herbal products, grant research, marketing, fundraising, admin. projects Positions: Internships and volunteer positions, occasional jobs Volunteer Training Program: Yes
6. Hood Canal Salmon Enhancement Group www.hcseg.org	Belfair	Services: A grant based organization dedicated to salmon enhancement and salmon habitat protection and restoration. Also, noxious weed control. Projects: Outdoor education and outreach, Environmental Explorations--an annual camp for area 7th graders, fish counts, noxious weed controls. Positions: Interns and volunteers
7. KMAS 1030 Radio www.kmasnewsradio.com	Shelton	Services: Interns with interest in the communications field
8. Mary E. Theler Community Center & Theler Wetlands www.thelercenter.org	Belfair	Service: Provides gathering place and activities for community enrichment. Protects, maintains, and showcases wetland trails, so that people may enjoy the unique natural environment. Projects: Office work, trail maintenance, assistance for student visitors Positions: Interns or Volunteers Volunteer Training Program: Yes
9. Mason General Hospital www.masongeneral.com	Shelton	Services: Nursing; Lab; Diagnostic Imaging; Certified Nursing Assistant; Junior Volunteer Program; Job Shadow Program; Volunteer Program Projects: Job shadowing, x-ray, labs and more Volunteer Training Program: Yes

Mason County Sites for Internships and Volunteer Service

ORGANIZATION	AREA	DETAILS
10. Mason County Parks http://www.co.mason.wa.us	Mason County	Services: Parks, trails and facility maintenance department. Mason County Parks Department is responsible for 21 parks and 16 buildings. Positions: Internships or volunteers Volunteer Training Program: Yes, depending on the complexity of the volunteer effort.
11. North Mason Chamber of Commerce and Visitor Information Center www.northmasonchamber.com	North Mason	Services: The mission of the North Mason Chamber of Commerce is to serve, advocate and advance the business interests of our valued members. Projects: Event Planning and management, social media and marketing, member services, communications, welcoming & assisting visitors. Positions: Volunteers & Interns Volunteer Training Program: No
12. North Mason Resources www.nmresources.org	Mason County	Services: North Mason Resource Coordinator, Homeless Advocate, official WorkSource office, VA/DAV Service Office, Community Food Pantry, MTG Meds, Family Partnership County Visiting Nurse, OC Educational Advisor, Northwest Children's Outreach, Behavioral Health Resources. Projects: Grant writing, working with WorkSource, assist in food pantry, Children's Behavioral Health intern, administrative assistant, program coordinator. Positions: Interns and Volunteers Volunteer Training Program: Yes
13. North Mason School District www.nmsd.wednet.edu	Mason County	Services: Community resources and education services, Building Bridges and Readiness to Learn. Projects: Education Mentors, Clothing Bank, Community Liaisons Training Program: Yes
14. Shelton-Mason County Chamber of Commerce www.sheltonchamber.org	Shelton	Services: Encourage and maintain a vibrant business community, promote tourism and facilitate economic development. Also to connect our businesses with our community through advocacy, education and promotion. Projects: Website, admin, newsletter, special events, tourism Positions: Volunteers and Interns Volunteer Training Program: Yes
15. Shelton Health & Rehabilitation Center www.Shelton Health & Rehab.com	Shelton	Services: Nursing, food service, environmental services
16. Sound Learning www.soundlearning.com	Mason & Thurston Counties	Services: Dynamic literacy organization offering quality reading, writing, math, GED prep, computer skills and ESL programs to adult learners and their families in Mason and Thurston Counties. Positions: Tutoring/teaching adult learners, children's programs office support, special event planning, special projects Volunteer Training Program: Yes
17. Turning Pointe www.turningpointe.org	Shelton	Services: Provides safety and support services to domestic violence survivors and their families. Positions: Child care provider, receptionist support, project development, volunteer coordinator, events committee, child/teen advocates, promotion advocates, speakers bureau, janitorial, or groundskeeper. Volunteer Training Program: Yes
18. United Way of Mason County http://unitedwaymasonco.org	Mason County	Services: Supports communities during crisis and helps rebuild over the long haul. Bring neighbors and resources together, to advance the common good in Mason County. Positions: Volunteers Volunteer Training Program: No

PARTICIPATING AGENCIES

Internship and Volunteer Service Fair

Thursday, November 7, 2013

from 12:00—3:00 p.m.

(Bremer Student Center—Bremerton Campus)

Join us for our 13th annual fair to learn how you can:

- ❖ **Make a difference in your community** ❖ **Learn new skills**
- ❖ **Gain work experience** ❖ **Network** ❖ **Earn college credit for your work**

- Admiral Theater Foundation
- American Red Cross
- Boys and Girls Clubs of South Puget Sound
- Bremerton Substance Abuse Prevention Coalition
- Bremerton Chamber of Commerce
- Catholic Community Services
- Children of the Nations
- Chuckwagon Senior Nutrition Program
- Communitas
- Crisis Clinic of the Peninsulas
- Department of Natural Resources
- Department of Corrections
- Georgia's House
- Girl Scouts of Western Washington
- Housing Kitsap
- Hospice of Kitsap County
- Kitsap Adult Center for Education
- Kitsap County Historical Society & Museum
- Kitsap County Volunteer Services
- Kitsap Humane Society
- Kitsap Regional Library
- Kitsap Youth Mentoring Consortium
- North Kitsap Fishline
- North Kitsap Substance Abuse Prevention Coalition
- North Mason County Resources
- Old Dominion University
- Olympic College Career Center
- Olympic College Foundation
- Olympic College MESA
- Olympic Resource Management
- Salish Sea Expeditions
- The Greater Poulsbo Chamber of Commerce
- The Pacific Northwest Salmon Center
- The Salvation Army
- YMCA of Pierce and Kitsap Counties



Sponsored by: Olympic College Cooperative Education and Internship Program
360-475-7480 • CareerCenter@olympic.edu

Need Three-Credits?

Co-op 120: Transition to Work

A work-based learning course that prepares students for employment. Students will develop a job search plan based upon self-assessment, information gathering, goal setting and more!

(Register for Item #1325, 7170 or 8170 • Arranged)



Cooperative Education and Internship Program

Connecting Education to Work

Career Center, HSS Bldg., Room 205 www.olympic.edu/internship

Bremerton & Poulsbo

360-475-7480 1-800-259-6718, Ext. 7480

Shelton

360-432-5431


OLYMPIC COLLEGE

www.olympic.edu

Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its program and activities.

Micheal J. Chan

111 Main Street
Bremerton, WA 98337
360-555-5555
mchan@wavecable.com

KEYWORD PROFILE

Sales, Investments, Communication Skills, 4 Years Customer Service Experience, Microsoft Office, Data Base Knowledge, Supervision, Marketing, Preparing for NASD Series 7 and 63, A.T.A. Accounting, Customer Service Certificate, Internet Applications

OBJECTIVE

To obtain an entry level position as an Business Management Assistant.

EDUCATION

Associate in Technical Arts, Accounting, December 2007
Olympic College, Bremerton WA, G.P.A: 3.9

Certificate, Customer Service Specialist, August 2005
Higher Education College, Cleveland, OH, G.P.A: 3.7

WORK EXPERIENCE

Intern-Consumer Products

Bank of America, Bainbridge Island, WA, January to May 2007

- Assisted with marketing and sales promotions
- Performed general office duties
- Answered and directed incoming calls on 18-line switchboard
- Learned all aspects of consumer products offered by Bank of America
- Entered and managed information in data base
- Used Microsoft Office products extensively for business purposes

Benefit Consultant

Key Family Qualified Plans, Tacoma, WA, June 2006 to Present

- Sold and serviced 401k plans, flexible spending accounts, and other payroll deductions plans
- Received annual customer service award
- Demonstrated comprehensive knowledge of benefits products
- Entered and managed information in data base

Lawn and Garden Divisional Sales Merchant

Home Depot, Silverdale, WA, January 2004 to June 2006

- Increased sales by 20 percent in 2004 and 2005
- Helped costumers locate and choose products for lawn and garden needs
- Supervised 7 employees within the division
- Performed cash reconciliation duties averaging \$40,000 daily
- Gained extensive product knowledge

OLYMPIC COLLEGE

Internal Revenue Service/Tax-Aide Income Tax Assistance Internship

Frequently Asked Questions

I. WHAT IS IRS/TAX-AIDE?

The IRS/Tax-Aide Internship is sponsored by the Olympic College Cooperative Education and Internship program in conjunction with the American Association of Retired Persons (AARP) and the Internal Revenue Service (IRS) to provide free tax help to those who have uncomplicated returns.

It began in 1970, and the number of returns filed by volunteers of the program has consistently grown over the years. Tax-Aide has served over 1.9 million customers using 32,000 volunteers at 8,000 sites. IRS/Tax-Aide volunteers are usually college students, as well as members of professional organizations, AARP, religious, military, and community groups. Olympic college has been one of the largest Tax-Aide sites in Kitsap County for the past 13 years (assisting over 400 individuals each year).

2. HOW DO I PARTICIPATE IN IRS/TAX-AIDE?

Sign-up in the Career Center, HSS Bldg., Room 205 or call the Cooperative Education and Internship Program at 360-475-7480 or 1-800-259-6718 ext. 7480 or email us: Cooped@olympic.edu (by December 6, 2013.)

3. WHEN IS THE TRAINING HELD?

- **December 12 & 13, 2013 (Thurs, Fri) from 9am to 4pm, location TBD** (two day lecture)
AND
- **January 24 or 31, 2014 (Sat) from 9am to 4pm, location TBD** (one day computer training).

4. DO I NEED TO ATTEND THE TRAINING IF I HAVE COMPLETED A PREVIOUS TRAINING SESSION OR TAXATION CLASS?

Students completing a previous IRS/Tax-Aide training session or taxation class are ONLY required to attend the first morning lecture (half-day) and one day computer training of the session. ALL students must pass an exam at the end of the training (take-home open book).

5. WHEN DO I REGISTER FOR IRS/TAX-AIDE TO RECEIVE COLLEGE CREDIT

Student registration is completed prior to the training session. **Item # 1300, Course #189A, two (2) credits** or during orientation held at the beginning of the first day lecture class.

6. DO I NEED ANY SPECIAL EQUIPMENT OR SUPPLIES?

No special supplies or equipment are needed. However, you need to own a computer or have 12 hours computer availability for training and testing . A hand-held calculator may also be helpful.

7. WHEN DOES THE VOLUNTEER WORK BEGIN?

February 4 to April 15, 2014 T/W/TH (approx. 12:30 to 5:00 pm). Location TBD.
Closed during spring break (March 24 – March 28, 2014)

OLYMPIC COLLEGE

Internal Revenue Service/Tax-Aide Income Tax Assistance Internship

Frequently Asked Questions (continued)

8. HOW DOES IRS/TAX-AIDE WORK?

IRS/Tax-Aide provides the training materials for the instructors and volunteers. Students must go through a three (3) day training session (lecture and computer). ALL students must pass an exam at the end of the training (take-home open book).

Students have to document 60 hours of volunteer time (includes 30 hours of training completed **(December 13 & 14, 2013 and January 19 or 26, 2014)** to earn two (2) college credits. Students volunteer the remaining 30 hours as an IRS/Tax-Aide Student Intern on the Olympic College campus beginning **February 1 through April 15, 2014**.

9. WHAT ARE THE ADVANTAGES OF PARTICIPATING IN IRS/TAX-AIDE?

Students participate in learning real practical skills that make them more useful and marketable to the employers who would hire them. This internship provides students with a hands-on learning experience. It is a valuable learning opportunity to see and perform functions that accountants actually accomplish in the workplace. Participation gives the student an opportunity to experience and act in the accountant/client relationship. It encourages self-respect for successfully interacting in a professional capacity.

Participation in the IRS/TAX-AIDE program is something that impresses employers by showing initiative, ability, and a well-rounded educational background. The students represent the college in a community activity and are therefore always well received. The students acquire excellent personnel and computer skills and training.

“The spirit of volunteerism combined with professionalism continues today with a successful program (Tax-Aide) that not only benefits the community, but also produces graduates that are better prepared for the workplace.”

Career Center Events

Watch for our Employer Forums coming Winter and Spring Quarters 2014

Come hear from local employers about industry forecasts and trends, recruitment procedures, hiring and interviewing processes, career progression opportunities and much more!

www.olympic.edu/careercenter




OLYMPIC COLLEGE

www.olympic.edu/careercenter

For information email: CareerCenter@olympic.edu

Sample Cover Letter

Current Date

Ms. Judy Smith
Human Resources Department
Nomad Products, Inc.
34123 Silverdale Way
Silverdale, WA 98383

Ms. Smith:

I am responding to the Associate Manager Trainee employment announcement located in a recent edition of The Olympian Newspaper.

Presently, I am completing an Associate in Arts degree in Business Management at Olympic College. Through my studies, I have gained a broad knowledge of business, accounting, sales and personnel relations. I have also successfully worked in several part-time customer service positions.

The enclosed resume will tell you more about my qualifications. I would like an opportunity to meet with you to discuss how I can help meet your company's needs. I can be reached after 5:00 p.m. at 360-123-4567, or you may leave a voice message and I will return the call promptly.

Thank you for your attention and consideration.

Sincerely,

Josephine Anderson

First-Year Job Advice

Initial impressions on a new job are important. Here are some guidelines:

1. **Get to work early.** You could come in ten minutes late and work one hour late, but you'll still leave a negative impression. Coming in early makes a much better impression; ask any supervisor.
2. **Come to work every day.** Don't call in sick, stranded, needed elsewhere or waiting for a fire truck. Do not miss any work on account of illness ever, if possible, but especially not during first year. Make dental, doctor, lawyer and wedding dress fitting appointments after work or during lunch hour. Be assured that should you ever need a reference or recommendation, the first two questions asked will be about promptness and attendance.
3. **Be courteous, friendly and helpful.** Smile and say hello to everyone every time you see them, whether you know them or not. Remember the names of those to whom you are introduced; jot down names until you remember them. Open doors; help finish reports; assist on projects; thank those who help you; and look for opportunities to offer sincere praise to the boss, the secretary, the custodian and everyone in between.
4. **Be friendly, but not friends.** Go to lunch with colleagues or boss (remember that you should never invite your boss out to lunch before he/she invites you), but don't make it a regular habit, and be especially careful not to become identified with any cliques. Do not ever go drinking with them. Don't reveal your weaknesses. Once they realize what your weaknesses are, your co-workers will begin to exploit them, whether consciously or unconsciously. This is not cynicism, but a most painful truth. It should go without saying, but never become romantically entangled with anyone at your office, especially your boss. This can be suicide for your career.
5. **Keep your personal life private.** You will be tempted to share personal information with friendly, warm and well-meaning colleagues. Unless you want your private life discussed by all your co-workers, don't open up your personal life to them.
6. **Be loyal to the absent.** (Don't gossip!) Never talk about anyone in his/her absence, and when you hear others gossiping or criticizing others behind their backs, defend the victim. This will offend no one, and you will gain a reputation as a person of integrity.
7. **Dress as well as or better than your co-workers.** Remember that you dressed up for the interview to create a favorable impression. Consider a professional wardrobe as an investment rather than an expense. Some people rebel against dressing for success. They feel that "substance" should count for more than "image." In the perfect world, this may be true, but the workplace is far from a perfect world. If you want to advance in your career, you must invest the time, energy and money it takes to dress the part.
8. **Speak and laugh softly, seldom and when appropriate.** Never tell off-color, sexist or racist jokes; if exposed to them, politely excuse yourself. Compulsive and/or loud talking or laughing annoys others, wastes time and reveals insecurity. Pay attention to your own talking and laughing habits, and take appropriate action.
9. **Don't move too fast.** For the first month or two, say very little, ask a lot of questions, but don't offer suggestions or opinions unless asked. This is often the most difficult thing for a recent graduate to do, because in the academic environment you are taught to debate, offer suggestions and find a quick solution to problems. The very thing that you have spent years perfecting becomes the least valuable attribute to the new employee! Listen and watch for clues as to which behaviors are valued and which will get you into trouble.
10. **Ask for feedback.** As often as you feel it is appropriate, ask how you are doing. Ask your co-workers and your supervisor for constructive criticism, and then accept it and use it. Don't get defensive, offer explanations, get angry or embarrassed. Being able to take criticism and suggestions for improvement is the mark of a mature person and will go far to cementing your place in the company.
11. **Be honest with yourself and others.** Telling lies, deliberately misrepresenting or hiding facts may be the quickest way to the unemployment office. That goes without saying. But there is another kind of lie that can get you into just as much trouble, and that is the lie you tell when you make a promise that you don't keep. If you aren't positive that you can deliver the goods as promised, don't make the promise.
12. **Identify potential conflict early.** If you start feeling stressed, angry, confused or resentful; if you begin to drink heavily or rely on drugs; if you experience health problems, especially headaches, stomach problems or back problems, seek help from a therapist, a member of the clergy, or a trusted friend. Most companies have either insurance coverage or an employee assistance program, but even if they don't, get help before you fall into a pattern. Many lives are turned around by simple techniques for communicating more effectively. On the other hand, chronic stress may be a signal that your job is not the right match for you.

Olympic College University Partnerships

Brandman University

Through Brandman University and Olympic College's Early Advantage Program (EAP), students will have a seamless transition to complete their four-year degree. EAP students can attain their degree in Organizational Leadership, Business Administration, Criminal Justice, Early Childhood Development or one of the many other Brandman offerings. www.brandman.edu/eap/olympic



Old Dominion University

Old Dominion University (ODU) provides bachelor's degrees and master's degrees right here in your home town on the Olympic College campus. For more visit ODU on campus or call 360-475-7280 for more information. <http://dl.odu.edu/locations/olympic-college>

Washington State University

Washington State University (WSU) is now offering a Bachelor of Science in Mechanical Engineering at Olympic College (OC) - Bremerton. The program is a partnership between WSU and OC to offer the last two years of a four year Mechanical Engineering degree in Bremerton. For more information on the WSU.ME.OCB program, visit www.mme.wsu.edu/olympic.*



Western Governors University



Get your degree at Olympic College and transfer to Western Governors University (WGU). WGU offers only online bachelor and master's degrees in Business, Information Technology, Teaching, and Health Professions. To learn more visit www.wgu.edu.

Western Washington University

Extended Education & Summer Programs--Opening Doors for You...

Earn a Bachelor of Arts in Elementary Education, grades K-8 with a Washington State Certification, a Bachelor of Arts in Human Services, or a Masters of Education in Educational Administration, through Western Washington University here at Olympic College. Visit us or call 360-475-7272 for more information.



* **Huxley College of the Environment**. Earn a Bachelor of Science in Environmental Science or a Bachelor of Arts in Environmental Policy Studies through Western Washington University's Huxley College. These degree offerings can be taken at the OC Poulsbo or OC Bremerton campuses. Call 360-417-6521 for more information.

Worker Retraining



Are you looking for a new career and need support to help you get there?

You may be eligible for Worker Retraining benefits!

Qualified students may receive assistance with college tuition, books, supplies, transportation, and childcare.

Contact us today to find out if you qualify for Worker Retraining assistance!

(Access is based upon need and availability of funding)



Workforce Development

2013—2014

Explore Your Opportunities!

Olympic College offers degrees and certificates in these exciting Professional and Technical Programs.

Accounting Technology

Business Management

Business Technology

Composites Manufacturing
Technology

Computer Information Systems

Cosmetology

Culinary Arts

Early Childhood Education

Electronics

Human Services &
Chemical Dependency

Industrial Trades

Legal Office

Manufacturing Technology

Medical Assisting,
Medical Billing & Coding

Nursing/Health Care

Organizational Leadership &
Resource Management

Physical Therapist Assistant

Polysomnographic Technology

Technical Design

Welding Technology

Adult Basic Education: 360-475-7550 - GED, Basic Skills and English to Speakers of Other Languages (ESOL) classes are offered throughout Kitsap and Mason counties.

WorkFirst: 360-475-7230 - Tuition assistance may be available for individuals interested in attending college who are receiving TANF benefits and have been referred for education and training by DSHS or another WorkFirst partner agency.

Worker Retraining: 360-475-7230 - Provides professional-technical career and academic planning, financial aid, and other services to qualified individuals who have received or been eligible for Washington State unemployment insurance benefits within the last 24 months. Funding is limited and eligibility criteria is required.



OLYMPIC COLLEGE

www.olympic.edu

360.475.7555 or 1.800.259.6718 ext. 7555

Olympic College does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs and activities.