



Internship Program Overview

Goal: To augment our staff team and expand our presence in the state by providing a positive and rewarding work experience for student interns.

Expected Results:

- ✓ Interns will gain practical work experience and new knowledge or skills during their internship.
- ✓ Interns will have a better understanding and knowledge of respiratory health issues and the nonprofit sector.

Expectations of Breathe New Hampshire (Breathe NH)

- Meet with all potential interns to discuss interests and current opportunities.
- Identify at least one site supervisor/mentor. Interns will often work with multiple staff members so they have a broad range of work experiences.
- Provide intern with desk, computer and any necessary resources and equipment to perform their assigned tasks.
- Meet with intern at the mid-point and at the completion of internship to discuss progress and provide feedback.
- Supervisors will be available throughout internship to respond to questions, address any challenges that may arise, and provide ongoing guidance.

Expectations of Student Interns

- Meet with Breathe NH staff prior to internship to discuss interests, skills and career goals and find out if Breathe NH is a good fit.
- Meet with Human Resources Director to go through orientation process.
- Meet with supervisors to clarify expectations and responsibilities and share any necessary reporting or other requirements from your school.
- Perform a variety of activities and work with multiple staff and volunteers as needed.
- Seek out supervision and help when necessary. Immediately bring up any concerns or challenges with site supervisors so action can be taken.
- Complete exit interview and share your thoughts on what you learned and gained as a result of your internship.

Thank you for considering Breathe New Hampshire for your internship!