



Intern Handbook & Orientation Packet

Rights Solutions Foundation



RIGHT SOLUTIONS
FOUNDATION

Welcome to RSF!

Welcome to the Right Solutions Foundation (RSF)!

Dear Intern,

Welcome to the Right Solutions Foundation (RSF) team! We are thrilled to have you join our team. This handbook is designed to provide you with essential information about RSF, our mission, your role as an intern, and the resources available to support you during your internship.

RSF is dedicated to serving the Lancaster and Antelope Valley communities by providing comprehensive support services and advocating for positive change. Our mission is to empower individuals and families to achieve self-sufficiency and improve their quality of life.

At RSF, our goal is to empower you through meaningful mentorship, ongoing support for your professional development, and opportunities to build valuable, transferable skills you can take with you into your future career. As an RSF intern, you'll gain hands-on experience, develop your strengths, and contribute to work that truly makes a difference in our community.

We believe that your contributions as an intern will play a vital role in helping us achieve our goals. We encourage you to actively participate, ask questions, and share your ideas throughout your internship. Your energy, ideas, and dedication are essential to our mission and we can't wait to see what you'll accomplish.

Thank you for choosing to be part of RSF. We're here to support your growth every step of the way!

With gratitude,

Stacy Hernandez
Executive Director
Right Solutions Foundation

About RSF

Our Mission:

To empower youth and families through education, wellness, creative pathways, and community partnerships.

Our Programs:

- Boot Camps & Workshops: Skill-building in wellness, entrepreneurship, creative arts, and more.
- Roots, Plants, Grow: Urban agriculture and nutrition education.
- Youth Leadership & Mentoring: Helping young people find their voice and path.
- Family Engagement: Resources and workshops for parents and caregivers.

Internship Program Overview

The RSF internship program provides students and recent graduates with valuable hands-on experience in a non-profit setting. As an intern, you will have the opportunity to contribute to meaningful projects, develop professional skills, and make a positive impact on the community.

Program Goals:

- Provide interns with practical experience in their field of study.
- Develop interns' professional skills, such as communication, teamwork, and problem-solving.
- Offer interns the opportunity to contribute to RSF's mission.
- Foster a learning environment that encourages mentorship and professional growth.

Expectations:

- Attend all scheduled work hours and meetings.
- Complete assigned tasks accurately and on time.
- Maintain a professional attitude and appearance.
- Adhere to RSF's code of conduct and policies.
- Communicate effectively with supervisors and colleagues.
- Actively seek opportunities for learning and growth.

Code of Conduct

RSF is committed to maintaining a professional and respectful work environment. All interns are expected to adhere to the following:

1. **Respect:** Treat all individuals with respect and dignity, regardless of background or position.
2. **Integrity:** Act honestly and ethically in all interactions and tasks.
3. **Professionalism:** Maintain a professional demeanor and appearance at all times.
4. **Confidentiality:** Safeguard the privacy of clients, participants, and RSF's internal operations.

5. **Teamwork:** Collaborate effectively with colleagues and contribute to a positive team environment.
6. **Compliance:** Follow all applicable laws, regulations, and RSF policies.
7. **Participation:** Show up on time, be ready to engage, and ask questions or seek support when needed.
8. **Safety:** Adhere to all safety guidelines and report any concerns promptly.

Any violation of this code may result in disciplinary action, including termination of the internship.

Key Policies

- **Attendance:** Be punctual and maintain consistent attendance. Notify your supervisor in advance if you will be late or absent.
- **Dress Code:** Business casual attire is required unless otherwise specified for program activities.
- **Confidentiality:** Do not discuss sensitive information with unauthorized individuals; all client and organizational information must remain confidential.
- **Social Media:** Only post about RSF programs with prior staff approval. Never share participant photos or confidential information without explicit permission. Avoid inappropriate content.
- **Harassment:** RSF prohibits all forms of harassment. Report any incidents immediately to your supervisor or HR.
- **IT Policy:** Use RSF computers, internet, and technology appropriately. Do not download unauthorized software or access inappropriate websites.
- **Safety:** Follow all safety protocols, especially when working with youth, food, or tools. Report any concerns to your supervisor immediately.

Resources and Support

RSF is committed to providing interns with the resources and support they need to succeed. The following resources are available to you:

- **Supervisors:** Your supervisor will provide guidance, support, and feedback throughout your internship. Don't hesitate to reach out with questions or concerns.
- **Mentors:** You may be assigned a mentor who can provide additional support and guidance.
- **Training:** RSF offers various training opportunities to help you develop your skills and knowledge.
- **Staff:** All RSF staff members are available to assist you with your internship.

Important Contacts

General Questions:

info@rightsolutionsfoundation.org

Emergencies:

(818) 333-6650

Supervisor Support:

See your signed agreement for your supervisor's contact info.

Have Questions?

If you're ever unsure or need support, please reach out! We're here to help you succeed and have a positive experience.

Conclusion

We are excited to have you as part of the Right Solutions Foundation team. We hope this handbook has provided you with the information you need to have a successful and rewarding internship experience. If you have any questions, please do not hesitate to contact your supervisor or the internship coordinator. We wish you all the best during your internship!

By signing your internship agreement, you acknowledge you have read and understand this handbook.