



Internship Application Instructions

All potential interns please follow the below instructions on how to apply.

→ **Send your up-to-date Resume and a Cover Letter in an email to office@oryarec.org, or via postal mail to 2 Dover Rd, Durham, NH 03824.**

Please address the following questions in your Cover Letter:

- a. Which Internship position are you applying for?
- b. Why are you interested in this position?
- c. What experiences, both professional and academic, make you a qualified candidate for this position?
- d. What assets and skills do you bring to the internship?
- e. Is this internship a Requirement for your Major? If so, what specific requirements must be met to receive credit (i.e hours worked, timeline of internship, special projects, internship duties, etc.)
- f. Please provide any other information you find important for us to consider.

→ **After reviewing your Resume and Cover Letter, we will reach out to schedule an in-person interview to discuss the position and both our expectations and yours.**

→ **After a decision is made, the office will reach out to accepted interns to discuss start-dates, schedule, etc.**

Accepted Intern Requirements

All accepted interns are expected to complete the following certification requirements PRIOR to starting their internship.

Requirement	Cost	Process Time	Where to Start	What You'll Need
National Center for Safety Initiatives (NCSI)	Free to you. (Paid for by ORYA Programs)	Approx. 10 min to complete. (2-4 days to process.)	NCSIsafe.com LINK	<ul style="list-style-type: none"> • ORYA 8-Digit Code: 67296582 • Your SSN • Image of photo I.D. (Scanned in or pic of I.D. taken by phone.)
SafeSport Certification	Free to you. (Paid for by ORYA Programs)	Approx. 90 min. of online training. (2-4 days to process.)	SafeSport.org LINK	<ul style="list-style-type: none"> • Register on the website • Add training to cart • Use ORYA's Coupon Code: OYSTERRIVER18 • Certificate printed after completion.
Positive Coaching Alliance (PCA)	Free to you. (Paid for by ORYA Programs)	2 hour in-person interactive workshop	positiveCoach.org LINK	<ul style="list-style-type: none"> • At least 1 of 2 PCA Workshops per year

If you have any questions or need assistance with this process, please do not hesitate to contact the staff at ORYA.
2 Dover Rd, Durham, NH 03824 | E-mail: office@oryarec.org | (603) 868-5150