



*An Open Door to Hope since 1984*

# **Camp Hope Horizon High School Internship**

**For Questions or Assistance Contact:**

**Josette Langevine**

**(650) 327-9947 or [josie@hopehorizonepa.org](mailto:josie@hopehorizonepa.org)**

**Hope Horizon East Palo Alto  
1001 Beech St. East Palo Alto, Ca 94303**

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**MUST BE AVAILABLE**

**Training: June 14th – June 17th**

**Summer Program: June 21st – July 29th**

**Debrief: August 2nd, 3rd & 4th**



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## High School Internship Description

Camp Hope Horizon is a six- week, summer day-camp program for Elementary and Middle School students in East Palo Alto. Both Elementary & Middle School students in rising 1<sup>st</sup> through 9<sup>th</sup> grade will receive academic support, engage in exciting STEM and art projects, fun games, character building, weekly outings with a host of other nonacademic programming. Camp Hope Horizon will run Monday through Friday, from 9:00 am – 3:15 pm.

### **Job Description:**

- Assist classroom leaders, instructors, and session facilitators by leading group activities, tutoring and mentoring.
- Be available to learn curriculum, instructional delivery and meet deadlines pertaining to the program.
- Facilitate and lead Camp Hope Horizon sessions if needed.
- Build a working relationship with other interns and Camp Hope Horizon staff.
- Assist in the End-of-Program showcase hosting parents and families of students.
- Assist in preparing the building and classrooms for Camp Hope Horizon prior to the program start.
- Assist in cleaning and organizing facilities after program ends.
- Provide & implement behavioral interventions for students from training.
- Communicate with Program Manager and or Assistant Director of Programs regarding student concerns, progress, or any other program concerns.
- Agree to and apply all Hope Horizon EPA policies and procedures given to ensure safety of staff, students, and volunteers.
- Agree to safety policy and procedures related to Covid-19

**Schedule:**

- June 14<sup>th</sup> – 17<sup>th</sup> report for training & preparation prior to program start (Time TBD)
- June 21<sup>st</sup> – July 29<sup>th</sup>, Program dates, hours will be from 8:30 AM – 4:00 PM
- July 29<sup>th</sup> – Program end celebration
- August 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> organizing and debrief after program end (Time TBD)

**Qualifications/Background:**

- Some high school work completed, must be a sophomore, junior or senior
- GPA cumulative of 2.5 (must show transcript)
- Some prior experience working with youth
- Ability to work with a team and follow instructions from superior
- Obtain a work permit

**Pay rate:**

- **Full-time: \$16.50 - \$18.00hr (depending on experience)**

**To Apply:** Complete application and paperwork and return to Josette Langevine –Human Resources ([josie@hopehorizonepa.org](mailto:josie@hopehorizonepa.org))

**Please check any of the following skills you possess or experience's you have had and explain.**

**Feel free to add to the list:**

[ ] Music:

[ ] Arts and Crafts:

[ ] Teacher Training:

[ ] Tutor/Classroom Aid:

[ ] Coaching:

[ ] Daycare:

[ ] Sunday School/Youth Group Leader:

[ ] Foreign Language:

[ ] Teaching ESL:

[ ] Counseling:

[ ] Other: \_\_\_\_\_

**Please complete the additional questions on the following pages.**

**Please answer the following questions in no less than two paragraphs. Please attach a separate piece of paper with your answers.**

1. Imagine yourself four years from now. Where are you and how did you get there?  
What are you achieving?
2. What is your greatest achievement in life so far?
3. Why do you want to participate in this internship? How would this internship benefit your future career opportunities?
4. What do you think is the best way to tutor students? How would you try to explain a concept that a student was having difficulty with?
5. How would you positively discipline a child if s/he was not responding to you well?

**Short Answers Please:**

What are your interests, hobbies and talents?

List 3 outcomes that you intend to achieve by the end of your internship.

1.

2.

3.

Please list other commitments you have (family, work, church, school, etc.) that could affect your participation in this program. Please be as specific as possible!

**References:**

Three references are required to complete this application. Two references must be from individuals who are not related to you. One reference must be from your personal pastor or a person in your community, or from a teacher or faculty member at your school.

**Please list your three reference providers' information.**

**Reference #1**

Name:

Relation:

Phone:

Email:

**Reference #2**

Name:

Relation:

Phone:

Email:

**Reference #3**

Name:

Relation:

Phone:

Email:

***All references will be checked.***

# Applicant Contact Information

Applicant name: \_\_\_\_\_ Address: \_\_\_\_\_  
Please Print

Phone: \_ (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

## Applicant Agreement

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To the best of my knowledge the information in this application is true and correct. I authorize any individuals or organizations I have listed in this application to provide Hope Horizon East Palo Alto any information they may have regarding my character and fitness for working with youth. I release all such references, individual or organizations from liability for any damage which may result from furnishing such information to Hope Horizon East Palo Alto.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**The information you have provided in this application will be kept confidential and will be disclosed only to the following individuals: a) Hope Horizon East Palo Alto staff members who are involved in applicant selection, b) program supervisors, only in the events where information is necessary to carry out supervisory responsibilities at Hope Horizon East Palo Alto, or c) in the event that information in this application is required by law.**

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PLEASE ATTACH YOUR RESUME UPON RETURN OF APPLICATION

**Return Application by Friday, 05/20//2022 5:00 pm**