



<b>Position Title:</b>	<b>Intern</b>
<b>Program:</b>	<b>Camp Hope Horizon</b>
<b>Compensation:</b>	<b>\$16.50 - 18 per hour DOE, eligible for part time benefits</b>
<b>Schedule:</b>	<b>Mon - Fri 7:30 am - 4 pm</b> <b>June 10 – 13, 2025: Training</b> <b>June 16 – July 25, 2025: Camp</b>
<b>Exemption Status:</b>	<b>Part Time, Non-Exempt, Hourly position</b>
<b>Reports to:</b>	<b>Classroom Leader, Program Manager</b>
<b>Supervises:</b>	<b>Students in Camp Hope Horizon</b>

### **About the Organization:**

Hope Horizon East Palo Alto is devoted to carrying out Jesus' instruction to share the gospel with all creation and to love each other as He loves us. Our vision is that our alumni are active in their faith filled with hope, purpose and marketable skills and who give back to their communities. Since our founding over 35 years ago, the mission of Hope Horizon is to equip the youth of East Palo Alto and the Belle Haven neighborhood to grow spiritually, gain life skills and develop as leaders so they have hope and a future. Hope Horizon is a \$1.2MM non-profit serving close to 250 mostly at-risk and low-income youth each year in after-school and summer programs, using relational, holistic and collaborative approaches to empower the next generation of community leaders. Please see [www.hopehorizonepa.org](http://www.hopehorizonepa.org) for more information on Hope Horizon EPA.

Hope Horizon East Palo Alto is committed to Equal Employment Opportunity (EEO) in compliance with bona fide occupational qualification (BFOQ). Hope Horizon EPA follows Federal, State, and local laws that prohibit employment discrimination based on race, gender, national origin, disability, color, age, pregnancy, marital status, citizenship, genetic disposition, or veteran's status or any other classification protected by State/Federal laws.

### **About the Position:**

The Hope Horizon EPA Program Staff is seeking an experienced individual to work in the classroom, directly with students enrolled in Camp Hope Horizon. The intern will be responsible for supporting the Classroom Leader in the development of the students in their classroom.

The qualified candidate will be a competent high school student with a level of integrity and a desire to learn how to work with and manage students from an underserved community. Experience working or volunteering with elementary students and/or working or volunteering in an academic setting are a plus.

### **Key Responsibilities:**

- Assist classroom leaders by leading group activities, tutoring students and mentoring them.
- Be available to learn classroom curriculum and support academic and extracurricular lessons.

- Assist in the end-of-summer showcase hosting community members and families of students.
- Provide & implement appropriate behavioral correction in adherence to Hope Horizon standards and policies.
- Communicate with Classroom Leader, Program Manager and/or Director of Programs regarding student concerns, progress, or any other program concerns.
- Be prompt, organized and meet deadlines pertaining to the program and intern role.
- Assist in preparing the building, field and classrooms for Camp Hope Horizon prior to the program start.
- Assist in cleaning and organizing facilities at the conclusion of each work day.
- Build a working relationship with other interns and Camp Hope Horizon staff.
- Agree to, comply with, and apply all Hope Horizon EPA policies and procedures to ensure safety of self, peers/staff, students, and volunteers.

### ***Required Qualifications***

- Agreement with Statement of Faith and commitment to the mission of Hope Horizon East Palo Alto
- Some high school work completed, must be a junior or senior; or some college courses completed
- 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
- Willingness to participate collaboratively, supportively, and enthusiastically on a diverse team.

### ***Preferred Qualifications***

- Bilingual (Spanish)
- Experience working/volunteering in a nonprofit
- Strong familiarity with the East Palo Alto and Belle Haven communities

### **How To Apply**

- Applications need to include both a resume and cover letter to be considered.
- Attachments must be in .doc or .pdf format only.
- In your cover letter, please explain your interest in Hope Horizon East Palo Alto and why you think you are a good fit for this role.
- Submit application materials to Jenn Nicks, [jennifer@hopehorizonepa.org](mailto:jennifer@hopehorizonepa.org), c/o Hope Horizon East Palo Alto, 1001 Beech Street, East Palo Alto, CA 94303. No phone calls please.
- To reflect the community served, Latino, Pacific Islander, and African American candidates are encouraged to apply

### **Interview Schedule**

The application for this position will be available from Monday, March 3, 2025 to Friday, May 16, 2025. The first set of interviews will begin on Monday, April 14, 2025. If offered, second interviews will be conducted two weeks after the completion of candidate's first interview, and the third interview will be held one week after the conclusion of the second interviews. Employment offers will be sent out shortly thereafter.

Training will begin on Tuesday, June 10, 2025.

If you have any questions or concerns, please be sure to reach out to Jenn Nicks at [jennifer@hopehorizonepa.org](mailto:jennifer@hopehorizonepa.org).