



Program of the Cathedral of St. John the Divine • 1047 Amsterdam Avenue • NYC, New York 10025 • 212.316.7530

Dear Prospective Intern:

I am pleased to learn of your interest. The first criteria for admittance into the internship program is your ability to follow instruction described below. If you complete a portion of a form incorrectly or do not submit information as requested, it is clear you are not yet ready to participate in a demanding work environment and will therefore not hear from us. Parents should not assist you with this application. We are interested in your personality.

Before you proceed, note that the internship you seek is not an hourly paid position. Paid positions are for staff older than 18 years or for graduates of our counselor-in-training program. You are applying for an internship/leadership training position. The camp C-I-T position does include a small stipend depending on the length of your participation, funds we raised through grants and ultimate field work assignment.

You should not apply if you do not meet all the criteria listed below. If you were a camper at A.C.T., please be sure to mention it on your application and the year(s) you attended. A.C.T. Pioneer campers are given special consideration. Note the following criteria before completing additional form.

- You must have completed 9th grade by June of this year or you are 15 years old by August 1, of the current year
- You must be available to participate in orientation and training sessions depending on your assignment.
- Your parents must give you signed permission to be an Intern/Counselor-in-training (form included)
- You must have at least two written references from a teacher or counselor at your school. (form included)
- Go to our website www.actprograms.org in the internship section and read about our program goals, schedule and opportunities

Prior to your interview, you must complete the questions and employment application that follow. Be sure to mention all and **any volunteer** or **extra-curricular** activities you have joined in the employment section of our application. If you are called for an interview, come prepared to discuss what you can offer the A.C.T. Program and why we should select you for our leadership program. You are required to review our website and familiarize yourself with the program you are applying to. Be clear and ready to restate what we have described as goals of our program. Think how past experiences in and out of A.C.T. along with your special talents can enhance our children's day. The goals of the program are included for your review.

Email or mail the employment forms and questionnaire to our office. We will contact you for an appointment. Several program leaders may be present at your interview. It's a good time to brag about your talents and what you have to offer. *Don't be afraid, be very afraid.* Just kidding!

I look forward to reading the material our have submitted to decide if this would be a good match.

Sincerely,

José V. Torres
Executive Director



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Internship/Counselor-in-Training application and forms:

PERSONAL INFORMATION:

Date: ____/____/____
Name: _____
 First Middle Last
Present Address:

Telephone Number: (____) _____ **Mobile :**(____) _____
E-mail Address: _____
Rewrite email address _____

Name and Address of Elementary School:

Name and of current High schools

Current grade level:
Date of expected graduation:

List teams, extracurricular activities, skills, talents, awards:

VOLUNTEER/EMPLOYMENT HISTORY:

Organization _____ Dates Volunteers from _____ to _____
Address: _____ Telephone Number:(____) _____
Supervisor's name: _____
Position Title: _____
Assignment and duties: _____

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Address: _____ Telephone Number:(____) _____
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Use reverse side if necessary



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Internship/Counselor-in-Training questions:

Your Name: _____

What can you work/volunteers: (please check as appropriate)

During school year and hours:

Fall semester Winter Spring other: _____

Time generally available: _____

During Vacation camp:

December February March April

During summer:

Last two weeks of June July August

Is there a particular age group, area of interest or job you wish to explore once hired?

Describe how you have been a leader with friends or in a group activity?

What area of self-improvement or personal development would you like to work if you are accepted in the C.I.T. program?

Please answer the following to the best of your ability. (Use reverse side as needed.)

- 1) Why do you want to work with children?

- 2) What do you bring that children will enjoy?

- 3) Tell me about an adult who had a positive impact on you who was not a relative?

- 4) Tell me about a time when you took an unpopular stand with your friends about something you thought was important, right or fair?

Use reverse side if necessary



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Internship/Counselor-in-Training

PARENT ACKNOWLEDGEMENT and PERMISSION FORM

I _____ hereby agree to the following and give _____
(Parent name, please print)

permission to participate in A.C.T.'s internship program under the supervision of the director and/or assigned staff. I understand that (Candidates name) _____ is not a "camper" and is part of the program staff obligated to fulfill duties and responsibilities set in our staff manual. Interns are not expected to supervise children alone. I also recognize that my child will go on any trips necessary and as needed may go on unescorted shopping errands within the five boroughs.

Parent's Signature: _____ Date: _____

I acknowledge the following:

Student's Name: _____ Date of Birth: _____

School attending: _____ Grade Average to Date: _____

Phone Contact with mother during the day: _____

Phone Contact with father during the day: _____

My son/daughter can participate in all (check as appropriate, one or both)

During school year and hours:

Fall semester Winter Spring other: _____

Time generally available: _____

During Vacation camp:

December February March April

During summer:

Last two weeks of June July August

I understand that that a medial form must be on file prior to arrival and that my child must abide by all program rules and staff guidelines.

Parent's Signature: _____ Date: _____



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Internship/Counselor-in-Training Reference Form

The following candidate _____ has applied for the position of _____ for the period of _____ in the Adults and Children in Trust program at The cathedral of St John Divine.

Your name was listed as a reference. Please take a moment to fill out the questions below:

Please provide us with contact information so we can verify authenticity of this reference:

Your name: _____

Contact Phone: _____ E-mail: (please print) _____

Please describe your relationship to the applicant _____

When did you meet the candidate? _____ How long have you known her/him? Length of time: _____

In what capacity? _____

Describe the quality of his/her work/student or relationship with you.

Why would you recommend her/him to participate and a leadership training program?

Any additional comments? _____

Thank you for your time.

This can be mailed to A.C.T. Programs 1047 Amsterdam Avenue, NYC, NY 10025



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Goals for School Year Internship Program:

Students will develop career readiness through hands-on experience and feedback from professional staff. Develop organization and planning skills.

- a. Identify activities CIT's will present to campers.
- b. Teach intern how to develop execute activities.

1. Prepare and plan no less than two activities

- A. Teach interns how to create and execute an activity
 1. Have coordinator guide intern in lesson plan preparation
 2. Observe intern and note observations,
 3. Debrief observations
 4. Evaluate implementation of intern activities,
 5. Discuss feedback given by staff intern is working with
 6. Discuss progress with intern in one to one meeting

2) Ensure the quality of interaction between intern and staff/children is effective.

- A. Identify behaviors that demonstrate intern initiative
 1. Have ACT staff express expectations.
 2. Share examples with colleagues
- B. Discuss developmental needs of children intern is assigned to
 1. Identify age-stage behaviors
 2. Discuss expectation of behaviors based on age of child
 3. Have select staff present their view about group dynamics and other topics.
- C. Review the successes and challenges of the intern experience.
 1. Discuss individually
 2. Have all staff use the tack of "If you see it, say it."
- D. Work with intern to make connections with children, parents and staff
 1. Connect with campers
 1. Create "get to know you" games
 2. Discuss issues/events with children during hangout time
 3. Talk about daily challenges and successes
 4. Join and enhance theme events.
 5. Meet with counselors you are assigned to.
- E. Ensure that expected outcomes are achieved.

3) Provide concrete feedback to intern at end of term which relates to career readiness.

- A. Identify behaviors that is expected in career choices

Goals for Camp CIT Training Program:

1) Develop organization and planning skills.

- a) Teach CIT's how to develop a weekly schedule.
 - a. Identify activities CIT's will present to campers.
 - i. Prepare and plan no less than two activities per week.
 - b. Ensure schedule includes the following components:
 - i. Group responsibilities
 - ii. CIT lead Activities with campers
 - iii. Canteen time and assignments
 - iv. Camp Set up and take down assignments



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- v. Safety assignments
- b) Teach CIT how to create lesson plans.
 - a. Have Senior staff guide CIT in lesson plan prep
 - i. Prepare lessons plans for Sport Games, Crafts activity, Introductory teambuilding games
 - b. Evaluate implementation of CIT activities
 - i. Observe CIT's and Note Observations,
 - ii. Debrief observations
 - iii. Have CIT captain evaluate progress of camp assignments
 - iv. Have canteen manger evaluate CIT assignments
 - v. Have CIT coordinator review group assignments with coordinator
 - c. Have CIT's meet with CIT Coordinators
 - i. Review and journal activities
 - ii. Discuss Feedback given by mentors
 - iii. Discuss CIT Coordinator modeling activities
 - iv. Coordinate and participate in weekly meetings
 - v. Discuss progress of weekly schedule

2) Ensure the quality of interaction between CIT and campers is effective.

- a. Identify behaviors that demonstrate CIT initiative
 - i. Have counselors²/teachers express expectations.
 - ii. Prepare list of behaviors
 - iii. Share examples with colleagues
- b. Discuss development needs of children
 - i. Review staff manual material
 - ii. Identify age-stage behaviors
 - iii. Discuss expectation of behaviors based on age of child
 - iv. Have select staff present their view about group dynamics and other
 - v. topics.
- c. Review the successes and challenges of the CIT experience.
 - i. Discuss at meetings
 - ii. Discuss individually
 - iii. Have all supervisors use the tack of "If you see it, say it."

3) Work with CIT to make connections with campers and staff

- a. Connect with campers
 - i. Create get to know your games
 - ii. Discuss issues/events with campers during lunch periods
 - iii. Talk about daily challenges and successes
 - iv. Join and enhance theme events.
- b. Connect with counselor/teachers
 - i. Participate in planning/training session
 - ii. Meet with staff supervisor
 - iii. Meet with CIT Coordinators
 - iv. Meet with specialist to develop activity ideas.

4) Ensure that expected outcomes are achieved.

- a. Monitor daily and weekly schedule with coordinator and Captain
- b. Prepare agendas for meetings to include
 - i. Problem solving time
 - ii. Review of assignments
 - iii. Weekly assignments
 - iv. Discussion period



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- c. Prepare evaluation of CIT's performance
- d. Create schedule of assignments
 - i. Canteen
 - ii. Camp duties
 - iii. Group duties
 - iv. Other