

## College Career Collaboration



### Youth Internship Program Application Form Spring 2014



In partnership with Riverdale Neighborhood House  
and Kingsbridge Heights Community Center

***Applications must be submitted on or before February 21th, 2014***

The Riverdale Neighborhood House (RNH) and Kingsbridge Heights Community Center (KHCC) Youth Internship Program is a **stipend-based** internship. If you are a high school student between the ages of 14 and 18 looking to develop job skills, explore careers, and gain experiences that will boost your resume and/or college application then you are encouraged to apply. Selected interns participate in activities to enhance their experience including career workshops, academic assistance, college information, health & mental health education, peer-to-peer education, trips, and year-end events.

**The application process requires you to complete the following:**

- Internship Application (1 page)
- Intern YIP Blog (please type)
- 2 Reference Forms
- Working papers (to be submitted if accepted)

**Completed applications may be mailed or handed in to:**

Attention: Teen Program  
Riverdale Neighborhood House  
5521 Mosholu Avenue  
Bronx, New York 10471

**\*Only selected candidates will be contacted for an interview. \***

For further information, please contact Teen Program @ (718) 549-8100 ext 112 or  
Visit our website [www.riverdaleonline.org](http://www.riverdaleonline.org) and download the application.

**(Faxed or emailed applications will not be  
accepted)**

## Internship Application Form Spring 2014

### I. Applicant's Contact Information (Please print clearly using a blue or black ink pen.)

Name: \_\_\_\_\_  
(Last) (First) (Middle Initial)

Address: \_\_\_\_\_  
(Street) (Apt) (City) (State) (Zip)

Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_  
(Home) (Cell)

E-mail: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_ Gender: Female \_\_\_\_ Male \_\_\_\_

### II. Education

Name of School: \_\_\_\_\_ Borough: \_\_\_\_\_ Grade: \_\_\_\_\_

Please list any current after school activities and the days and time it meets:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### III. Parent or Guardian Contact Information

Name: \_\_\_\_\_  
(Last) (First)

Telephone: \_\_\_\_\_ - \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_  
(Home or cell) (Work)

Name: \_\_\_\_\_  
(Last) (First)

Telephone: \_\_\_\_\_ - \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_  
(Home or cell) (Work)

### IV. Work Experience (Please list all previous employment, internship, and volunteer/ community service experience.)

1. \_\_\_\_\_ (Name of company/organization) \_\_\_\_\_ (Position) \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Mo Yr Mo Yr

2. \_\_\_\_\_ (Name of company/organization) \_\_\_\_\_ (Position) \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Mo Yr Mo Yr

3. \_\_\_\_\_ (Name of company/organization) \_\_\_\_\_ (Position) \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_  
Mo Yr Mo Yr

## **Youth Internship Program- Spring 2014 Descriptions**

A **commitment of 3 months** (March- June) is expected and required for this program. Interns work four hours per week and attend monthly Friday meetings.

### **A. Administrative Internship**

#### **I. Riverdale Senior Services (located at 2600 Netherland Avenue, Bronx, NY 10463)**

Riverdale Senior Services provides enriching programming for seniors in the Northwest Bronx. The Administrative internship is a great opportunity for a young person who has computer knowledge, good communication and interpersonal skills. As an intern, you will help the program coordinator plan and implement creative and fun activities for seniors while also assisting staff with various administrative duties. This is an excellent position for a young person who can work independently and computer-savvy. *Intern works Tuesday and Thursday 3:00 p.m. – 5:00 p.m. for a total of 4hrs/week plus attend monthly Friday meetings. \*days and time are subject to change*

#### **II. Riverdale Neighborhood House (located at 5521 Mosholu Ave., Bronx, NY 10471)**

Riverdale Neighborhood House (RNH) is a multi-purpose agency that serves all socioeconomic, racial, ethnic, and age groups in Riverdale. The Administrative internship at RNH is an opportunity for an intern to work with the Intern Coordinator of the Teen Program to gain clerical, organizational and creative skills. This internship is ideal for a teen who is computer-savvy, creative and can work independently. Intern works Wednesdays and Fridays 4:00 p.m. – 6:00 p.m. for a total of 4hrs/week. *\*days and time are subject to change*

### **B. Event Planning Internship**

#### **I. Friends of Van Cortlandt Park (80 Van Cortlandt Park South, Bronx, NY 10463)**

The Friends of Van Cortlandt Park (FVCP) is an independent community based organization that actively promotes the conservation and improvement of Van Cortlandt Park through environmental education and restoration of the Park. This internship will focus on FVCP's spring events and teach a young person how to plan and organize community events as well as perform different administrative duties. This internship is perfect for a young person who is creative, comfortable in public speaking and has good organizational skills. This is a great opportunity to learn more about fundraising, budgeting, and outreaching. *Intern works Tuesday and Wednesday 3:30 p.m. – 5:30 p.m. for a total of 4hrs/week plus attend monthly Friday meetings. \*days and times are subject to change*

#### **II. Amalgamated Housing Cooperative (98 Van Cortlandt Park South, Bronx, NY 10463)**

The Amalgamated Housing Cooperative provides housing and a strong community for people of moderate income. This internship focuses on the social and recreational activities provided by the Amalgamated Housing Cooperative. An intern will work with the Education Director to help create flyers for community events, and learn and participate in outreach projects as well as perform different administrative duties. This internship is ideal for a young person who is creative, sociable and has good organizational skills. *Work days are to be determined, but interns will work a total of 4hrs/week plus attend monthly Friday meetings.*

### **C. Educational Group Leader Assistant**

I. The SMART Program at In-Tech Academy M.S. 368 (Located at 2975 Tibbett Ave.)

SMART stands for science, math, art and reading through technology. It is an after school program for middle school youth to engage them and help them develop their academic, social and emotional competencies. As an intern, you will assist in various activities including games, sport activities and homework help. This internship is ideal for a teen who is comfortable working with 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders. *Interns work Mondays and Wednesdays 4:00 p.m. – 6:00 p.m. for a total of 4hrs/week plus attend monthly Friday meetings*

II. RNH Afterschool Program (Located at 5521 Mosholu Ave., Bronx, NY 10471)

The RNH AfterSchool Program offers care for children ages 5 to 12 in our “just like home” facility. We pick up from PS 81 and PS 24 with care until 6 PM along with half and full-day care during school holidays. As an educational assistant, you will work with a Group Leader to in an after-school setting and develop group management skills. *Intern works Tuesdays and Wednesdays 4:00 p.m. – 6:00 p.m. for a total of 4hrs/week plus attend monthly Friday meetings.*

### **D. Journalism Internship**

Norwood News (located at 3400 Reservoir Oval, Bronx, NY 10467)

The Norwood News is a non-profit newspaper that serves the northwest Bronx and provides a voice for the community. A journalism internship at the Norwood News is an excellent opportunity to learn about the newspaper business and how to become a good journalist. Interns will work on real news stories by doing research and fact checking. They will also learn about copy-editing, photography, ad sales, design and perform invaluable administrative work. This internship is for a teen that is interested in writing, learning about journalism and wants to help provide a crucial service to the community. *Interns work Mondays and Wednesdays, 3:00 p.m. to 5:00 p.m., for a total of 4hrs/week, plus monthly Friday meetings. \*days and times are subject to change*

### **E. Health Internship**

Hebrew Home at Riverdale (located 5901 Palisade Avenue, Bronx, NY 10471)

The Hebrew Home at Riverdale is an internationally recognized non-profit geriatric service organization that provides older adults of all faiths with exceptional care. This health internship offers young people an opportunity to intern in a nursing care facility working with the elderly. Interns will work alongside health care professionals to learn about the career and develop the skills to care for the residents. In addition, interns will provide seniors with companionship while participating in various social and recreational activities. *Work days are to be determined, but interns will work a total of 4hrs/week plus monthly Friday meetings. Interns **must be 16 years old or older and have a current medical with flu vaccine and PPD.***

## VI. Spring Internship (March to May)

Please select your top 3 choices (write 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>).

**Administrative Internship**

(check off your site preferences)

Riverdale Senior Service

Riverdale Neighborhood House

**Journalism Internship**

Norwood News

**Educational Group Leader  
Assistant Internship**

(check off your site preferences)

SMART Program at In-Tech Academy

Riverdale Neighborhood House

**Event-Planning Internship**

(check off your site preferences)

Friends of Van Cortlandt Park

Amalgamated Housing Corp.

**Health Internship**

Hebrew Home

## VII. References

The last two pages include 2 reference forms. Please give it to **two (2)** reliable people (teachers/guidance counselors, coaches, club advisors, previous employers, family friends, or neighbors) who can vouch for your good character and who have known you for at least *six months*.

**Please ensure that the reference forms are returned with the completed application.**

**Attn: Phoebe Downes**

I hereby certify that the information listed in this Youth Internship Program application is true and complete.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **IX. YIP Blog**

On a separate page, blog about why we should hire you. Describe yourself and your career goals. What are your expectations of having a job and being part of an internship program?

Like most blogs, this blog is informal, but informative. Your blog should be at least **150 words and MUST be typed. DON'T FORGET TO CHECK YOUR GRAMMAR AND SPELLING. IT COUNTS!!**



## Reference Form Youth Internship Program- Spring 2014

Name of applicant: \_\_\_\_\_  
 (Please print)

Program: \_\_\_\_\_  
 (Office Use Only)

**To Whom It May Concern,**

The applicant named above has applied for one of our internships at Riverdale Neighborhood House. As a part of our application process, we require each applicant to obtain **two references**, which will assist in our selection process. Please rate the applicant objectively based on your personal or professional relationship.

Thank You

Name of reference: \_\_\_\_\_  
 (Please print)

Please rate the applicant by the following criteria:

	Excellent	Very Good	Average	Below Average
Competence/Ability to learn and perform assigned tasks	( )	( )	( )	( )
Leadership skills	( )	( )	( )	( )
Interpersonal skills	( )	( )	( )	( )
Creativity	( )	( )	( )	( )
Dress & Personal Appearance	( )	( )	( )	( )
Dependability	( )	( )	( )	( )
Quality of work and workmanship	( )	( )	( )	( )
Initiative	( )	( )	( )	( )
Cooperation	( )	( )	( )	( )
Ability to work with others/ teamwork	( )	( )	( )	( )
Patience	( )	( )	( )	( )

I know this applicant as:  Student  Employee  Other \_\_\_\_\_

If employed, list their duties: \_\_\_\_\_

Remarks: \_\_\_\_\_

Please return completed reference form to applicant in a sealed envelope Attn: Phoebe Downes. If you have any additional questions or concerns please contact me at (718) 549-8100 x 112

Reference Signature _____	Date _____
Position/Title _____	Telephone: ( ) _____ - _____



**Riverdale Neighborhood House  
 Youth Internship Program- Spring 2014**

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 (Please print)

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Creativity	( )	( )	( )	( )
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Dependability	( )	( )	( )	( )
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Initiative	( )	( )	( )	( )
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