

Pomona Hope Summer Internship Program Application

401 N. Gibbs Street, Pomona, CA, 91767 ▪ www.pomonahope.org

Thank you for your interest in spending your summer at Pomona Hope. The following application and description applies to our traditional, in-person Summer Enrichment programming. If it is deemed unsafe to hold in-person programs, Staff will work with hired Interns to convert to a virtual program.

Introduction to the Summer Internship Program (SIP): Summer Teaching and Coordinating Interns must have a desire to work with kids and young adults and to live in the city of Pomona. They need *not* have experience teaching or in a classroom but need to be adaptable, teachable and creative. SIP interns are expected to work in a highly team-oriented setting and show the ability to self-reflect and problem solve. Applicants should be seeking to gain professional development and discernment through the varied aspects of SIP. Candidates should have a desire to live in Christian community and to grow closer to Jesus through Bible study, seminars, community living, being present in the Center St. neighborhood and spiritual mentorship. Please read the rest of this application packet closely to learn the scope of SIP and Summer Enrichment with Pomona Hope.

This application consists of two main parts:

1. A general application for the potential intern to complete
 2. Two required reference forms*.
 - a. **The Peer Reference Form:** to be completed by an individual who knows you well – a roommate, coworker, or close friend.
 - b. **Pastor or Campus Ministry Staff Worker**
- *Reference forms can be found on pages 11-14 of this document.*

Intern Stipend

Pomona Hope strongly encourages interns to explore funding options through his/her college or university. If funding is not available through their institution, interns should write letters of support to their personal networks with the guidance of experienced staff members. Due to limited funding, Pomona Hope may not be able to provide a stipend in the event that an intern is unable to secure funds from his or her institution of higher education or through letter writing. The summer stipend, housing and transportation arrangements will be determined in consultation with Pomona Hope staff and interns.

Intern Housing

Pomona Hope provides free on-site housing to interns on the third floor of the Pomona Hope building located at 401 N. Gibbs St. Interns are expected to live in the housing provided in order to build community with their fellow interns and neighbors as well as becoming familiar with the immediate neighborhood. Please speak with a staff member if you have any questions or concerns due to accessibility, family commitments or any other cause.

Intern Application

This application should be treated as a tool for your own discernment and decision-making process regarding your summer. Therefore, it is important that you answer honestly – in the long run, intentional omission, misrepresentation and exaggeration will not be fruitful for you. Complete the application in its entirety with as much accuracy and thoughtfulness as possible.

Summer Internship Program Recommended Qualifications

While exceptions can be made, interns often have the best experience if at least one of these criteria are met:

1. Current or former active volunteer with After School with Pomona Hope or similar program
2. Intend to begin volunteering regularly at After School with Pomona Hope, *by April 14th, 2022*
3. An active participant in a Christian community
4. Have spent some time living and/or working in an urban area

The Summer Internship Program Components

1. Interns facilitate and oversee Summer Enrichment with Pomona Hope by planning and teaching workshops four days per week for students in 1st-8th grade. They also serve as role models for high school and young adult apprentices within high school College Success and Leadership programming.
2. Interns assist with weekly youth ministry events for middle and high school students from the First Presbyterian Church of Pomona (FPC).
3. Each intern is paired with a spiritual mentor for weekly one-on-one meetings, and is invited to attend Sunday worship, a weeknight dinner, and Bible study with church members.
4. A semi-monthly seminar focuses on the city of Pomona and its residents, families, urban ministry, and simple living. Interns receive assignments for personal reading, reflection, and discussion. Seminars include some visiting leaders in the field.
5. Interns assist with bi-monthly work days at the Center Street Community Garden (across the street).
6. Interns are encouraged to spend time in the neighborhood surrounding the Center and learn about the city of Pomona's history and culture.

Application Schedule

Applications submitted on or before **Monday, January 31, 2022 at 11:59 pm** will be given preference.

The **final application deadline** is **Friday, April 29, 2022 at 5pm.**

Submit completed applications and direct questions to Nora Codina, Outreach Director, at nora@pomonahope.org. **PDF files are appreciated.** Candidates selected for an interview will be contacted directly.

DETAILED SUMMER INTERNSHIP PROGRAM DESCRIPTION

SPIRITUAL/ PERSONAL GROWTH & DEVELOPMENT

1. **Semi-Monthly Seminar (Day and Time TBA)**
 - a. Attend semi-weekly hour and a half long seminar on topics such as Incarnational Work Among the Poor, Community Organizing, Financial Stewardship, Social Justice and Christianity
 - i. Complete reading assignments and be prepared to participate in discussion
 - ii. Book discussions with field experts and possible fieldtrips around the topics of social justice, community organizing, education, and spiritual development. Some discussions occur over dinner at community member's home.
2. **Community Living (in the Education Building of First Presbyterian Church)**
 - a. Be intentional with your time. Focus on building community with your teammates through shared activity. Try to minimize "away" time or find a way to invite teammates along to your outings.
3. **Weekly Meetings with Spiritual Mentors**
 - a. Meet weekly with individuals from the church to discuss/debrief internship experience, focusing on how it relates to God's work in your lives.
4. **Attend Staff/Intern Devotional:** Friday mornings at 11am (or immediately following team meeting)
5. **Work with Program Director to plan a consistent Sabbath time into your week.**
6. **Optional:**
 - a. **Attend Pastoral Office Hours with Adam Donner** (days and times TBA)
 - i. Discuss personal issues/ concerns that arise
 - b. **Attend Bi-Weekly Bible Study**
 - c. **Attend First Presbyterian Church Community Dinner** (times/ location varies)
 - d. **Attend Weekly Worship** (Sundays, 10am, 1st Presbyterian Church)

YOUTH MINISTRY: FIRST PRESBYTERIAN CHURCH

1. Interns attend and seek to invest in youth and plan some activities during the weekly youth gatherings. Weekly time TBD.
 - a. Interns are encouraged to lead at least one Youth Night during their tenure.
2. **Youth Events**
 - a. Semi-monthly movie nights, game night, basketball, etc. as scheduled by Youth Director
 - b. Annual Summer Beach Trip
 - c. Interns attend and seek to invest in youth

SUMMER ENRICHMENT WITH POMONA HOPE (SEPH) INTERN RESPONSIBILITIES

While the internship team works collaboratively to prepare for, launch, and carry out the 2022 Summer Enrichment program, each member has specific responsibilities: Two to four candidates satisfy the role of Curriculum Development/Teaching Intern; One candidate assumes the role of Summer Enrichment Program Coordinator.

CURRICULUM DEVELOPMENT/ TEACHING INTERNS (4 POSITIONS AVAILABLE)

1. **Prepare Curriculum for Reading Workshop for *one* of the following ability levels** (interns prepare workshop in advance, four lessons per week for four weeks)
 - a. *Rising* 1st grade
 - b. *Rising* 2nd – 3rd grade
 - c. *Rising* 4th -5th Grade
 - d. *Rising* 6th – 8th Grade
2. **Prepare Workshop Curriculum for *one to two* of the following classes** (interns prepare workshops in advance for *each* of the four above ability levels, two to four lessons per week, for four weeks)
 - a. Computer
 - b. Visual and/or Performing Arts
 - c. Drama/ Film Making/ Dance
 - d. Math
 - e. Science
 - f. STEM
 - g. History
 - h. Gym Games
 - i. Garden
 - j. Junior Leadership (Daily Middle School leadership development workshop)
 - k. Advocates Achieve (twice weekly High School College Success and Leadership Development workshop)
3. **Participate in weekly team meetings, facilitated by SEPH Coordinator**
4. **Under leadership of SEPH coordinator, collaborate with team in accomplishing the following**
 - a. Find SEPH Translator
 - b. Build Incentive/ Award System
 - c. Purchase program and workshop materials within provided budget
 - d. Determine High School Volunteer Responsibilities
 - e. Volunteer recruitment and training
 - f. Family Registration/ Student Testing
 - g. Determine parent involvement
 - h. Plan and facilitate Open House
5. **Administrative Preparation and Ongoing Responsibilities for SEPH 2022 Student Body**
 - a. Create customized individualized materials for your students
 - b. Record keeping
 - c. Create/ Maintain an organized, exciting learning environment
6. **Daily Responsibilities during the SEPH**
 - a. Thorough set up and clean up (as delegated by SEPH Coordinator)

- b. Oversee student groups
- c. Implement and enforce incentive/ discipline system
- d. Lead workshops and classes
- e. Engage/ initiate necessary communication with teammates, parents, and volunteers
- f. Prepare students and displays for open house
- g. Unless otherwise released, be present at dismissal and pick-up until *all* children are picked up

SUMMER ENRICHMENT PROGRAM COORDINATOR (1 POSITION AVAILABLE)

- 1. Facilitate weekly SEPH Intern Team Meetings**
- 2. Lead team in discussions and make final decisions/ produce relevant information and materials regarding the following:**
 - a. Find SEPH Translator
 - b. Build Incentive/ Award System
 - c. Purchase program and workshop materials within provided budget
 - d. Determine High School Volunteer Responsibilities
 - e. Volunteer recruitment and training
 - f. Family Registration/ Student Testing
 - g. Determine parent involvement
 - h. Plan and facilitate Open House
- 3. Administrative Preparation and Ongoing Responsibilities for SEPH 2021**
 - a. Organize student groups
 - b. Record keeping
 - c. Hold internship team accountable for administrative tasks
- 4. Prepare and lead one of the following classes** (intern prepares lesson plans in advance for four weeks)
 - a. Computers
 - b. Visual and/or Performing Arts
 - c. Drama/ Film Making/ Dance
 - d. Math
 - e. Science
 - f. STEM
 - g. History
 - h. Gym Games
 - i. Garden
 - j. Junior Leadership (Daily Middle School leadership development workshop)
 - k. Advocates Achieve (twice weekly High School College Success and Leadership Development workshop)
- 5. Daily Responsibilities during the SEPH**
 - a. Delegate thorough set up and clean up tasks to internship team
 - b. Provide schedules and/ or guidance to volunteers
 - c. Lead class from number 4
 - d. With internship team
 - i. Oversee student groups
 - ii. Implement and enforce incentive/ discipline system
 - e. Engage in/ initiate necessary communication to teammates, parents, and volunteers
 - f. Prepare students and displays for open house
 - g. Unless otherwise released, be present at dismissal and pick-up until *all* children are picked up
 - h. (With staff guidance) Act as the first point person for all discipline and personal issues with students- enforcing discipline when necessary, checking in with students, counseling students in moments of strong emotion or conflict.

APPLICATION

Part I: Basic Information

First Name	Middle Name	Last Name	
College or University	Major and School Year	Date of Birth	Gender
Street Address	City, State		Zip Code
Phone Number		Email Address	

Part II: Work Experience (paid or volunteer) You may also attach a resume to this application.

Employer	Position	Dates

Part III: Ministry Background

1. What church and/or campus fellowship are you a part of, and how long have you been a member there?

2. What leadership roles, if any, have you had in that community?

3. Have you had any cross-cultural experiences (in ministry, college courses, etc)?

4. Have you ever lived for a significant period of time in an urban setting?

5. Do you speak any languages besides English fluently?

6. Are there any particular skills or abilities you are excited to contribute to the SIP?
(for example: teaching specific subjects, leading musical worship, etc.)

Part IV: Short Answer

1. Why do you want to be a part of the Summer Internship Program?

2. What experiences have you had with teamwork and conflict resolution? Provide specific examples of teams you've worked on, and steps you have taken to resolve conflict with others.

3. What is your understanding of urban ministry, and why do you want to learn more about it this summer?

4. The Summer Internship Program requires a substantial commitment over several weeks, which does not allow time for other jobs or major outside activities. Do you foresee any problems with this commitment, or reasons you may be unavailable for the entirety of the program?

5. Please share a time when you disagreed with a supervisor, teacher, or leader. How did you react and what did you do?

6. To prepare for the Summer Internship Program, summer interns are strongly encouraged to attend training for and volunteer at After School with Pomona Hope in April and May 2022. This time allows the interns to become acquainted with Pomona Hope's staff members, volunteers, students, and culture. Additionally, all interns and adult volunteers are required to complete a Livescan fingerprinting before beginning to work with students.

COMPLETE an online volunteer training by **April 14, 2022** by going to: www.pomonahope.org/volunteer or email nora@pomonahope.org

Please view the SIP calendar for the Summer Internship Program through the Pomona Hope website: <http://www.pomonahope.org/join-us/summer-internship/>

After reviewing the calendar at the link above, would you be available to participate in the program for the totality of these dates? If not, please list the days, times and reasons you would be unavailable.

Part V: Medical and Emergency Information

In case of emergency, contact:

First Name	Last Name	Relationship to You	
Street Address	City, State		Zip Code
Phone Number(s)		Email Address	

1. Do you have any medical condition that the program administrators should be aware of? If so, please explain.
2. Are you on any special medication? If yes, what kind?
3. Do you have any allergies? If yes, please name specifically.
4. Please read carefully and sign the following release:

I hereby release First Presbyterian Church, Pomona Hope and all ministries and all persons involved with this internship program from any liability arising from injury, death, damage, or loss that may be sustained by said intern during any involvement with the Summer Internship Program.

Signature

Date

Summer Internship Program Application

Pomona Hope Community Center

Pastor or similar Spiritual Mentor Reference Form

Thank you for taking the time to complete this reference. The applicant is seeking a position in a summer internship program at Pomona Hope. The internship will require work with children and youth, and we desire to be as certain as possible that relationships created therein are healthy ones. Interns will live and work with other college students in a team setting; conflict resolution skills, as well as general teamwork abilities, are of utmost importance. Please evaluate the applicant as honestly as possible – we are not looking for perfection, but hope to accurately assess whether or not he or she is a good fit for this program. Feel free to attach additional pages as necessary.

Please return this reference form by **April 29, 2022** to Nora Codina, Outreach Director, at nora@pomonahope.org. Save file name as follows: Applicant Last Name First Name Pastoral Reference. Example: Pastoral Reference. Submission via email is preferred, but reference forms are also accepted by mail: Pomona Hope, 401 N. Gibbs St., Pomona, CA 91767.

Applicant's Name:	
Your Name:	
Your Phone Number:	
Your Email Address:	
Nature and Length of Relationship with Applicant:	

Please rate the applicant on a scale of 1-10 in the following areas:

- a. Reliability/Responsibility:
- b. Teachability/Humility:
- c. Teamwork/Conflict Resolution:
- d. Spiritual Maturity:
- e. Work Ethic/Dedication:
- f. Relating to authority figures:

2. Please list and briefly explain three strengths and three weaknesses of this candidate:

3. Do you recommend this applicant for the SIP? Why or why not?

Summer Internship Program Application

Pomona Hope Community Center

Peer Reference Form

Thank you for taking the time to complete this reference. The applicant is seeking a position in a summer internship program at the Pomona Hope Community Center. The internship will require work with children and youth, and we desire to be as certain as possible that relationships created therein are healthy ones. Interns will live and work with other college students in a team setting; conflict resolution skills, as well as general teamwork abilities, are of utmost importance. Please evaluate the applicant as honestly as possible – we are not looking for perfection, but hope to accurately assess whether or not he or she is a good fit for this program. Feel free to attach additional pages as necessary.

Please return this reference form by **April 29, 2022** to Nora Codina, Outreach Director, at nora@pomonahope.org. Save file name as follows: Applicant Last Name First Name Peer Reference. Example: Peer Reference. Submission via email is preferred, but reference forms are also accepted by mail: Pomona Hope, 401 N. Gibbs St., Pomona, CA 91767.

Applicant's Name:	
Your Name:	
Your Phone Number:	
Your Email Address:	
Nature and Length of Relationship with Applicant:	

1. Please rate the applicant on a scale of 1-10 in the following areas:
 - a. Reliability/Responsibility:
 - b. Teachability/Humility:
 - c. Teamwork/Conflict Resolution:
 - d. Spiritual Maturity:
 - e. Work Ethic/Dedication:
 - f. Relating to authority figures:

2. Please list and briefly explain three strengths and three weaknesses of this candidate:

3. Do you recommend this applicant for the SIP? Why or why not?