



401 N. Gibbs Street,
Pomona, CA. 91767
909.921.3618

www.pomonahope.org

SUMMER COORDINATING INTERN (2022)

Brief Organization Overview:

Pomona Hope is a non-profit, faith-based, community organization dedicated to working in partnership with people of all backgrounds to strengthen Pomona's children, families, and neighborhoods.

The Summer Coordinating Intern who participates in the Summer Internship Program (SIP) will lead a team of interns and volunteers to plan and facilitate Summer Enrichment with Pomona Hope (SEPH), a five week daily academic enrichment program for students entering 1st-12th grades. Our purpose in creating this internship program is two fold: to provide college students with an opportunity for professional development and discernment while growing in Christian faith and being a part of the life of Pomona.

Responsibilities:

- Prepare and lead extracurricular workshops as assigned
- Facilitate weekly team meetings with staff and intern team
- Lead intern team and collaborate with staff in accomplishing the successful facilitation of SEPH
- Hold internship team accountable for administrative tasks
- Be present as a role model to all Pomona Hope students and a mentor to Young Adult Scholars team
- Take initiative to build community with fellow interns, Pomona Hope staff, volunteers and community partners
- Weekly volunteering at First Presbyterian Church Youth Ministry events
- Help with Youth Ministry special events (ex: Annual Beach Day)
- Work with the Outreach Director to plan and facilitate family registration and volunteer training
- Maintain relationships with spiritual and teaching mentors (provided by Pomona Hope)
- All hours are to be completed on site
- Other duties as assigned

Qualifications:

The Summer Coordinating Intern 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 a leader. All interns are expected to work in a highly team-oriented setting and show the ability to self-reflect and problem solve. The Coordinator must have the ability to delegate, hold peers accountable and communicate thoroughly and professionally with Pomona Hope staff. 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.

Number of Openings: 1

Time Commitment:

- 40 hours per week x 10 weeks (June - August; dates not set at this time)
 - Facilitating registration, creating curriculum, general preparation for SEPH (40hrs/week before SEPH begins)
 - Coordinating SEPH and teaching workshops (10-16hrs/week during SEPH)
 - Daily prep for SEPH (16hrs/week during SEPH)
 - Administrative tasks as assigned (8-10hrs/week)
 - Time spent with spiritual and teaching mentors (1-2hrs/week)
- Some additional hours in seminars, community garden events, etc. to be expected periodically



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Compensation: On-site housing and a \$2,000 stipend provided (in two payments).

However, due to limited funds, interns are highly encouraged to seek funding through their college or university internship funding programs. ***Please note:** Applicants **may not** participate in both their college or university internship funding program and our stipend program during the Summer of 2022

To Apply: Please submit a cover letter, resume, and official application (can be downloaded from our website at <https://www.pomonahope.org/join-us/summer-internship/>) to nora@pomonahope.org

Contact: Nora Codina | Outreach Director | 909.921.3618 ext. 4 | nora@pomonahope.org