

Riverdale Neighborhood House



Youth Internship Program Application Form 2008-2009

Applications must be submitted on or before October 3rd, 2008.

The Riverdale Neighborhood House Youth Internship Program is a **PAID** internship designed for high school students between the ages of 14 and 18. Interns participate in different activities to enhance their experiences including career club, periodic gatherings with peers to share experiences, educational/academic assistance, college information, health/mental health education, trips and outings, and recognition events. Youth who want an opportunity to expand their job skills, explore careers, or gain experience to boost their resumes and/or college applications are encouraged to apply.

Youth may apply to one of the 2 internship cycles:

9- month internships (October- June):

Health, Education or Environment

OR

3- month internships (October-January)

Journalism, Media and Broadcasting, Health, Administrative

In order to begin the application process you must complete the following:

- Internship Application (1 page)
- Intern questionnaire (please type and proofread your answers)
- 2 Reference Forms
- Working papers required upon acceptance

When you are satisfied with your **completed** application please mail or bring to:

Attention: Jhanell Biggs
Riverdale Neighborhood House
5521 Mosholu Avenue.
Bronx, New York 10471

Only selected candidates will be contacted for an interview.

For further information, please contact Jhanell Biggs @ (718) 549-8100 ext. 114 or visit our website www.riverdaleonline.org and download the application.

Riverdale Neighborhood House Internship Application Form 2008-2009

I. Participant 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: _____

Favorite subjects: _____

Please share with us if you have a hobby, talent or play an instrument.

III. Parent or Guardian Contact Information

Name: _____
(Last) (First)

Telephone: () _____ - _____ () _____ - _____
(Home or cell) (Work)

Name: _____
(Last) (First)

Telephone: () _____ - _____ () _____ - _____
(Home or cell) (Work)

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

1. _____
(Name of employer) (Position) Mo Yr to Mo Yr

2. _____
(Internship site) (Position) Mo Yr to Mo Yr

3. _____
(Volunteer/Community Service site) (Position) Mo Yr to Mo Yr

V. Youth Internship Program 9-month Cycle Descriptions

* A commitment of 9 months (October- June) is expected and required for this program.

A. Education Internship

Riverdale Neighborhood House

The Learn Educate and Develop (L.E.A.D) internship at Riverdale Neighborhood House provides young people the opportunity to work side by side with teaching professionals on-site in an after-school setting. Working with young children in a classroom and library setting, teens will have the chance to develop skills required for promoting literacy and learn classroom management skills. *Interns work Tuesday and Wednesday from 4:00 p.m. – 6:00 p.m. for a total of 4hrs/week plus every other Friday from 4:30 p.m. – 6:00 p.m.*

B. Health Internship

Schervier Nursing Care Center

The Frances Schervier Nursing Care Center offers young people an opportunity to intern in a nursing care facility working with the elderly population. Interns will work alongside health care professionals to learn about careers and develop the skills to care for residents. In addition, interns will provide seniors with companionship while participating in various social and recreational activities. *Interns work **one** weekday from 4:00 p.m. – 6:00 p.m. and 2 hours on Saturday or Sunday for a total of 4hrs/week plus every other Friday from 4:30 p.m. – 6:00 p.m.*

C. Environmental Internship

Friends of Van Cortlandt Park

The Friends of Van Cortlandt Park and Riverdale Neighborhood House offers young people the experience of actively contributing to their environment through park maintenance and beautification projects that they create. The internship requires physical activity outdoors in Van Cortlandt Park as well as two-three months of indoor education about the park, research of environmental topics and creation of community service projects that the interns will lead in the spring. *Interns work every Friday from 4:30 p.m. – 6:00 p.m. and every other scheduled Saturday from 9:30 a.m. – 2:30 p.m.*

VI. Youth Internship Program- 3-month Cycle Descriptions

* A commitment of 3 months (October- January) is expected and required for this program.

A. Journalism Internship

Riverdale Press

This is an opportunity to learn about the newspaper business and get a behind-the-scenes look at the different departments involved with running a newspaper. Interns will work on stories; learn about copy editing, photography, page layout, ad sales and design. This internship is for a teen that is interested in writing and learning about journalism. *Interns work Wednesday and Thursday 4:00 p.m. – 6:00 p.m. for a total of 4hrs/week plus monthly Friday meetings.*

B. Media and Broadcasting Internship

Bronxnet

Bronxnet, located on the Lehman College campus, is home to the Bronx's only public access television station, which offers diverse programming showcasing the Bronx. Interns will have the opportunity to learn how a television station operates and the various careers in this field. Teens will assist with administrative tasks, studio production, editing, and camera operation. This internship is for a motivated, hands-on, and creative teen that wants to expand their knowledge about media and broadcasting. *Interns work Tuesday and Thursday 4:00 p.m. – 6:00 p.m. for a total of 4hrs/week plus monthly Friday meetings.*

C. Health Internship

Allen Pavilion

Allen Pavilion of New York Presbyterian Hospital is a comprehensive hospital, known for its state-of-art treatment and research methods will offer teens an opportunity to explore the health care profession. Interns may be placed on the nursing unit, ambulatory surgery unit or directly with patients. If you are serious about exploring a career in health care this internship may be for you. An extensive physical examination is required and performed by New York Presbyterian Hospital *Interns work Tuesday and Thursday 4:00 p.m. – 6:00 p.m. for a total of 4hrs/week plus monthly Friday meetings.*

D. Administrative Internship

Friends of Van Cortlandt Park

The Friends of Van Cortlandt Park Internship will offer a teen the opportunity to assist the Executive Director with administrative tasks, such as mailings, filing and typing. In addition to administrative task, an intern will assist with fundraising efforts by conducting research and organizing materials for proposals. This internship will expose one teen to the non-profit world. This is an ideal position for a teen that is flexible, self-motivated, outgoing and has strong communication skills. *Interns work Tuesday and Thursday 4:00 p.m. – 6:00 p.m. for a total of 4hrs/week plus monthly Friday meetings.*

VII. Internship Most Interested

Please select the internship cycle that best suits your interest.

**** You may only apply to one internship cycle: Either 9-month October to June or 3-month cycle October- January. You can NOT apply to both cycles.**

Youth Internship Program 9-month Cycle

(Please select your 1st, 2nd & 3rd choice in this 9-month cycle.)

____ **Environmental Internship**

Friends of Van Cortlandt Park
Program Dates: October-June

____ **Health Internship**

Schervier Nursing Care Center
Program Dates: October-June

____ **Education Internship**

Riverdale Neighborhood House
Program Dates: October- June

Youth Internship Program 3-month Cycle

(Please select your 1st, 2nd & 3rd choice in this 3-month cycle.)

____ **Journalism Internship**

The Riverdale Press
Program Dates: October- January

____ **Media & Broadcasting Internship**

Bronxnet
Program Dates: October- January

____ **Health Internship**

Allen Pavilion
Program Dates: October- January

____ **Administrative Internship**

Friends of Van Cortlandt Park
Program Dates: October- January

VIII. References

The last two pages include 2 reference forms. Please identify and give 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: Jhanell Biggs.

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

Signature: _____ **Date:** _____

IX. Intern Questionnaire

Please answer all the questions in five or more sentences. Use a separate sheet of paper. Your responses must be typed with your first and last name at the top of the page.

1. Why did you choose to participate in the internship you selected?
2. What do you hope to get out of this internship program?
3. List three careers you are interested in and explain why.
4. Describe any employment, community service, or internship experience and what you learned or gained from this experience.

Reference Form



Riverdale Neighborhood House Youth Internship Program 2008-2009

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: Jhanell Biggs. If you have any additional questions or concerns please contact me at (718) 549-8100 x 114.

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

Reference Form



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(Please print)

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