

# Stay KOOL this summer with a PAID internship as a Counselor In Training with the 2011 KOOL Summer Program!

**Application Deadline: Wednesday, May 25, 2011!** There are two ways to submit your application:

1. U.S. mail to: **Kate VanDerSchaaf, 519 Penn Ave. Turtle Creek, PA 15145**
2. In person to: **Kate VanDerSchaaf, 413 Penn Ave. Turtle Creek, PA 15145**

**Internship Summary:** The Human Services Center Corporation (HSCC) is seeking highly motivated and responsible youth between the **ages of 14 and 18**, who are going into ninth grade or higher, to be Counselors In Training (CIT) during the 2011 Kids Outgoing, Outdoing and Learning (KOOL) Summer Program for **40 hours per week, 8 hours per day, Monday-Friday (July 5, 2011-August, 19, 2011)**. This position provides support to the teachers and students enrolled in the KOOL Summer Program, while at the same time giving CITs a valuable and fun work experience. Only extremely interested students should apply with the understanding that this is a highly competitive process. **Not every student who applies will be chosen to be a CIT. Students must be able to provide proof of household income** including parents' pay stubs from the previous SIX months, public assistance records, social security benefits documents, unemployment documents, or an unexpired employment authorization card issued by DHS.

Students must meet the following household income eligibility standards:

| 6 Months Income | 12 Months Income | Family Size |
|-----------------|------------------|-------------|
| \$ 5,415.00     | \$ 10,830.00     | 1           |
| \$ 7,789.00     | \$ 1,5578.00     | 2           |
| \$ 1,0689.00    | \$ 2,1379.00     | 3           |
| \$ 1,3196.00    | \$ 2,6392.00     | 4           |
| \$ 1,5574.00    | \$ 3,1148.00     | 5           |

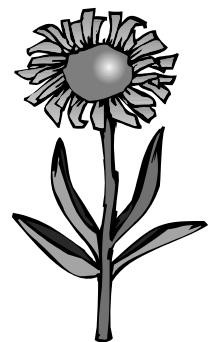
## Requirements:

1. Must be between the ages of 14 and 18 (Priority will be given to those 16-18).
2. Have a GPA of 3.0 or greater (documented with most recent report card).
3. Possess the ability to work as a team, and enjoy working with children.
4. Attend **one mandatory Resume Workshop** to learn how to compose a resume, prepare and carryout a professional job interview, learn positive work habits, and compose a Cover Letter explaining why you want to be a CIT. Sessions are held on **Tuesday, May 17, or Thursday, May 19, 2011 from 4:30PM-6:30PM.**
5. Participate in a professional job interview, by appointment only, on either **Tuesday June 14, 2011 or Wednesday, June 15, 2011.**

**Supervisory Structure:** The CITs will be under the supervision of the Education Advancement Coordinator, Youth Programs Director, KOOL Summer Program Teacher Interns, and HSCC staff.

## Specific Responsibilities:

1. Work in conjunction with KOOL and HSCC staff, and with children ages 5-13
2. Implement classroom activities
3. Intern days and times:
  - a. KOOL 1: 519 Penn Ave, Turtle Creek, PA 15145, **July 5-August 19, 8:30AM – 4:30PM Monday - Friday**
  - b. KOOL 2: Woodland Hills Jr. High, 7600 Evans St., Pittsburgh, PA 15218, **July 5-August 19, 8:00AM-4:00PM Monday-Thursday and 8:30AM-4:30PM Friday**
4. Assist chaperones on weekly field trips
5. Promote a safe and healthy environment and follow ALL Program rules



# 2011 KOOL Summer Program Counselor In Training Internship (CIT) Application



## Criteria to Apply:

1. Age Range: 14 to 18 years of age and must be going into ninth grade or higher (priority given to those 16-18)
2. Student must possess a cumulative GPA of 3.0 or greater
3. Provide own transportation
4. Parental permission
5. Experience/willingness to work with children
6. Energetic, responsible, helpful, creative, hardworking, etc.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

School: \_\_\_\_\_

Related Work Experience: \_\_\_\_\_

Number of People in Household: \_\_\_\_\_ Approximate monthly household income: \$ \_\_\_\_\_

T-Shirt Size:  Youth Small (6/8)  Youth Medium (10/12)  Youth Large (14/16)  
 Adult Small  Adult Medium  Adult Large  Adult XLarge

## In addition to completing this application, please remember that the CIT applicant **MUST**:

1. Attend one Resume Workshop session on Tuesday, May 17<sup>th</sup>, or Thursday May 19, 2011 from 4:30PM-6:30PM
2. Provide most recent report card
3. Provide proof of income (i.e. public assistance record, social security benefits documents, unemployment documents, pay stubs from previous SIX months, or an unexpired employment authorization card)
4. Participate in Professional Interview on Tuesday, June 14<sup>th</sup>, 2011 or Wednesday, June 15<sup>th</sup>, 2011 by appointment only

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's/Guardian's Permission: \_\_\_\_\_ Date: \_\_\_\_\_

This is a paid internship. Should you or your parents have any questions about the internship, please do not hesitate to call Kate VanDerSchaaf, Education Advancement Coordinator, at 412-829-7112 or via email at [kvanderschaaf@hsc-mvpc.org](mailto:kvanderschaaf@hsc-mvpc.org).