

Riverdale Neighborhood House



Youth Internship Program Application Form Spring 2012

Applications must be submitted on or before February 17th, 2012.

The Riverdale Neighborhood House Youth Internship Program is a **PAID** internship designed for high school students between the ages of 14 and 18. Youth who are seeking an opportunity to expand their job skills, explore careers, or gain experience to boost their resumes and/or college applications are encouraged to apply.

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: 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 and download the application.

(Faxed or emailed applications will not be accepted)

Riverdale Neighborhood House Internship Application Form Spring 2012

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) Mo Yr to Mo Yr

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

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

V. Youth Internship Program- Spring 2012 Descriptions - A commitment of 3 months (March- June) is expected and required for this program. Interns work four hours per week and meet one/two Friday a month for 1.5 hours. Throughout the program Interns participate in different activities to enhance their internship experience including career clubs, bi-weekly gatherings, educational/academic assistance, college information, health/mental health education, special trips and outings and a year end recognition event.

A. Administrative Internship

Riverdale Senior Services (located on Netherland Ave. & Kappock St.)

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 enjoys the company of seniors. *Interns work Tuesday and Thursday 2:00 p.m. – 4:00 p.m. for a total of 4hrs/week plus monthly Friday meetings.*

B. Insurance Internship

Allstate Insurance Company (located on Riverdale Ave. & 236th St.)

This internship will introduce young people to the field of business. While working at Allstate Insurance Company, the intern will learn about insurance services, develop administrative, customer service skills (claims, record keeping, answering phones, faxing) and also learn about owning your own business. In this small office setting of 3-4 staff, interns will assist with various marketing/advertising projects and develop excellent organizational - multi-tasking skills. *Interns work Tuesday and Thursday 4:00 p.m. – 6:00 p.m. for a total of 4hrs/week plus monthly Friday meetings*

C. New York Public Library Youth Leader Internship

Kingsbridge Library (located on 231st St.)

Originally located on Kingsbridge Avenue, the branch then shifted to 280 West 231st Street from 1959 to 2011. Today the library is located at 291 West 231st Street and features two floors with large collections for adults, young adults and children. There is also a spacious meeting space, a children's story hour room and numerous computers for patrons. As a *library youth leader* intern you will have the opportunity to gain leadership skills while assisting staff with administrative and programmatic responsibilities. The intern will learn about collection management - an essential component of managing the library, and implement teen related activities. This is an ideal position for a flexible, outgoing and team spirited teen. *Interns work Tuesday and Thursday 4:00 p.m. – 6:00 p.m. for a total of 4hrs/week plus monthly Friday meetings at Riverdale Neighborhood House.*

D. Journalism Internship

Norwood News (located on Reservoir Oval East)

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, while helping provide a crucial service to the community. *Interns work Tuesday and Thursday, 4:00 p.m. to 6:00 p.m., for a total of 4hrs/week, plus monthly Friday meetings.*

VI. Internship Most Interested

Please select your top 3 choices (write 1st, 2nd, 3rd). Program dates for all internships are March-June.

_____ **Administrative Internship**
Riverdale Senior Services

_____ **Insurance Internship**
Allstate Insurance Company

_____ **Journalism Internship**
Norwood News

_____ **New York Public Library
Youth Leader Internship**
Kingsbridge Library

VII. 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: Karina Collado.**

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

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IX. Intern Questionnaire

Please answer all the questions thoroughly. Use a separate sheet of paper.
Your responses **must** be typed with your first and last name at the top of the page.

- 1) What goal(s) do you hope to achieve in this internship program and why?
- 2) What are your current career(s) interests? What would you have to do or know if you wanted to follow your current career interest(s)?
- 3) What do you believe is the most important thing about having a real job?
- 4) What do you think is the hardest part of having a real job?
- 5) What is the best part of having a real job?

Reference Form



Riverdale Neighborhood House Youth Internship Program- Spring 2012

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: Karina Collado. If you have any additional questions or concerns please contact me at (718) 549-8100 x 112

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

Reference Form



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(Please print)

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