

**SUMMER INTERN PLACEMENT APPLICATION
SUMMER 2009
MISSION PERSONNEL PROGRAM AREA
GENERAL BOARD OF GLOBAL MINISTRIES**

The attached application is for placement sites for the 2009 Summer Intern Program. This application must be completed and returned no later than **January 1, 2009**.

The Summer Intern Program is a ten week internship program for college students sponsored by the General Board of Global Ministries. The purpose of the program is to provide mission leadership training opportunities for young adults through internships in General Board of Global Ministries related agencies. The Summer Interns will have a variety of skills, backgrounds and experiences but in general they all come as novices. Projects planning to work with the Summer Intern must develop job descriptions and supervisory plans for interns. Mission Personnel Program Area staff will closely review placement applications to see if they include clear expectations and support plans, indicating an understanding of the needs as well as potential of Summer Interns.

The General Board of Global Ministries will provide interns with a weekly stipend of \$100, for a total of \$1000, and transportation to and from placement site. Placement agencies must arrange for the Summer Intern's room and board and cover costs related to those arrangements. Summer Interns are not expected to live at the work site and all living arrangements and provisions for meals will be evaluated by the General Board of Global Ministries to determine their appropriateness for Summer Interns.

Placement applications must be in by April 1, 2009. Placement sites will be notified if they qualify for the program first. They will then be placed in a pool to match with Summer Intern participants. Qualification as a site does not necessarily mean that a Summer Intern will be available to match the site.

Please be as specific as possible when filling out the application form. Indicate the nature of the Summer Intern position, plans for on-site orientation, in-service training and supervision for the intern. You will need to include with your application printed descriptive material about your agency.

**Deadline for RETURN OF APPLICATIONS
January 1, 2009**

**RETURN TO:
Youth and Young Adult Ministries, Mission Personnel Unit
475 Riverside Drive, Rm. 320
New York, NY 10115
Phone: 212-870-3660**

Placement Application
Summer Intern Program
Mission Personnel

Name of Church(es) or Organization: _____

Website: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Postal Code: _____

Phone: _____ Email: _____

1. What is the mission and purpose of your organization, church program, camp, or agency?

2. What are the specific programs, areas, projects, etc. you are working on at this time?

3. What are the demographics of the community with which you work?

4. What are the demographics of your staff?

5. Why are you interested in having a Summer Intern at this time?

6. Has your project had a Summer Intern, US-2, or Mission Intern assigned to it within the past five years? If so, when and who? How has that experience changed or helped clarify your understanding of the role of a host site?

7. What specific skills and/or understandings will the Summer Intern gain by working with your organization? (We are especially interested in sites which help interns explore their interest in social justice ministry.)

8. What special skills or characteristics would be most desirable in a Summer Intern assigned to your project? (age, sex, experiences, interests, dispositions)

Job Description

(Since the Summer Intern will only be present for 8 weeks, it is important that the host sites have a clear plan for how to orient, train, and involve the intern in predetermined job description. To help clarify the role of the intern please answer the following questions)

10. How will the Summer Intern be oriented to the community and his/her work responsibilities?

11. How will the intern be trained at the site?

12. Who will work with the intern day-to-day? (a team of persons, a group of volunteers, etc.)

13. Indicate who will be the direct on site supervisor. _____

[Note: It is assumed that the Summer Intern supervisor will be present for the duration of the 8 week assignment, unless other arrangements for supervision are made in consultation with the GBGM staff.]

14. Indicate if you are willing and able to use an educational model of supervision, which includes a weekly meeting with the intern, and on going work with the participants educational or learning goals? Yes _____ No _____

15. Please attach a written job description for the summer intern. This should include day to day responsibilities, assigned program area, amount of time allocated for tasks. (This description will be used in evaluating your organization as a potential site. It will also be given to summer intern candidates if your organization is chosen.)

Financial Responsibility

During the 10 week term of service the placement site shall provide each Summer Intern with the following:

1. Provisions for housing, including utilities
2. Provisions for food or food allowance
3. Provisions for work related travel expenses, including bus fare, gas, etc.

Please fill out the following worksheet to help clarify how your organization will meet these responsibilities.

1. What type of housing will be provided for the Summer Intern?

Dormitory

Other Furnished Housing (Describe)

Cash amount. If cash amount, how much will be provided? _____

2. How will food be provided for the Summer Intern?

Cash allowance. If cash amount for food, how much will be provided per week? _____

Meals eaten at the project. What plans will be made for the days the project is closed, times between camp schedules, etc.?

Meals eaten with a family. What plans will be made for days the family is away or unable to provide food?

3. How will the Summer Intern travel to and from work?

4. If an unforeseen increase in transportation, housing for food costs arises, what provision does the agency have to meet these changes?

5. Please include any other information you feel would be helpful.

Name of Conference and District in which your Agency is located

Conference: _____

District: _____

Signature of Person Filling Out the Application: _____

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