

Leader In Training (LIT) Application

Dear Prospective Intern,

We are delighted that you are interested in the ACT Program at the Cathedral of St. John the Divine. For over 50 years, ACT has enriched the lives of young people through preschool, afterschool, and summer camp programming. Our LIT join a rich legacy of excellence and we know that they add to it with their own skills, talents, and personality.

Please know that this is an internship. As such, you will be learning from the group leaders with whom you work, and you will receive a weekly stipend for your travel and lunch, but this is not an hourly paid position. Our LITs can go on to become group leaders in our program once they turn 18.

We especially love to welcome former campers to positions of empowerment and agency at ACT, so if you were a camper at ACT, please be sure to mention it in your application.

Please ensure that you meet these requirements before you apply:

- You must be 16 years old by July 1 of the current year.
- You must be available to participate in orientation and training sessions depending on your assignment.
- Your parents must give you signed permission (form included).
- You must have at least two written references from a teacher or counselor at your school (forms included).
- You must complete the questions and employment application that follow and email it to mdeltejo@stjohndivine.org.

If you are contacted for an interview, come prepared to discuss what you can offer the ACT Program and why we should select you for our leadership program. Think about how your past experiences and your special talents can enhance a child's day. We can only accept a small number of the candidates who apply, so you want to stand out!

I wish you the best of luck and invite you to contact me with any questions about the program!

Warmly,
Marie del Tejo
Executive Director
mdeltejo@stjohndivine.org

PERSONAL INFORMATION

Name: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Current School: _____

Current School Address: _____

Year (Junior, Senior...): _____

Expected Date of Graduation: _____

List teams, extracurricular activities, skills, talents, awards: _____

VOLUNTEER/EMPLOYMENT HISTORY

Employer/Volunteer Organization: _____

Date Employed: _____

Address: _____

Supervisor: _____

Position Title: _____

Assignments and Duties: _____

Employer/Volunteer Organization: _____

Date Employed: _____

Address: _____

Supervisor: _____

Position Title: _____

Assignments and Duties: _____

Employer/Volunteer Organization: _____

Date Employed: _____

Address: _____

Supervisor: _____

Position Title: _____

Assignments and Duties: _____

CIT Questionnaire

Have you reviewed the dates you will be needed at ACT, and can you attend all dates?

Is there a particular age group, area of interest or job that you wish to explore if hired?

Describe how you have been a leader with friends or in a group activity?

What area of self-improvement or personal development would you like to work on if you are accepted into the LIT program?

Why do you want to work with children?

What skills or talents do you bring from which children will benefit?

Tell us about an adult who had a positive impact on you, and why they impacted you.

Tell us about a time you stood up for what was right, even when it was difficult.

PARENT/CAREGIVER ACKNOWLEDGEMENT AND PERMISSION FORM

I, _____, hereby agree to the following,
and give my child, _____ permission to participate in
ACT's internship program under the supervision of the director and/or assigned staff. I understand
that my child is not a "camper" and is part of our program staff, obligated to fulfill duties and
responsibilities set in our staff manual. I understand that interns are not expected to supervise
children alone. I also recognize that my child will go on any trips necessary.

I acknowledge the following:

Student's Name: _____

Date of Birth: _____

School Attending: _____

Grade Average to Date: _____

Contact Number for primary caregiver: _____

I understand that a medical form must be on file prior to arrival and that my child must abide by all
program rules and staff guidelines.

Parent/Guardian Signature: _____ Date: _____

LEADER IN TRAINING REFERENCE FORM #1

The following candidate _____ has applied for an internship at ACT, the Advancing the Community of Tomorrow program at the Cathedral St. John the Divine.

Please take a moment to complete the questions below:

Name: _____

Telephone: _____

Email: _____

Please describe your relationship to the applicant.

How long have you known them and in what capacity?

Describe the quality of their work/student relationship with you.

Why would you recommend them to participate in a leadership training program?

Any additional comments?

LEADER IN TRAINING REFERENCE FORM #2

The following candidate _____ has applied for an internship at ACT, the Advancing the Community of Tomorrow program at the Cathedral St. John the Divine.

Please take a moment to complete the questions below:

Name: _____

Telephone: _____

Email: _____

Please describe your relationship to the applicant.

How long have you known them and in what capacity?

Describe the quality of their work/student relationship with you.

Why would you recommend them to participate in a leadership training program?

Any additional comments?

GOALS FOR THE INTERNSHIP PROGRAM

Interns will develop career readiness through hands-on experience and feedback from professional staff, as well as develop organization and planning skills.

Program Knowledge, Organization, and Leadership

- Identify activities LITs will present to campers.
- Teach interns how to develop and execute activities and create a weekly schedule.
- Evaluate implementation of intern activities.
- Discuss progress with intern in one-to-one meeting,

Interaction

- Ensure the quality of interaction between intern and staff/campers is effective.
- Discuss expectation of behaviors based on camper's age.
- Meet with and learn from Group Leaders.
- Work as part of a team.

Reflection

- Review the successes and challenges of the intern experiences.
- Talk about daily challenges and successes.
- Ensure that expected outcomes are achieved.
- Provide concrete feedback to intern at end of term which relates to career readiness.