



## **HFA Summer Internship Program**

This program for teens provides experience in educational programming during Summer Days at Hitchcock, our summer program for ages 5 through 12.

HFA Summer Interns help with overall program facilitation including working directly with children, participating in games, hands on assistance with arts & crafts projects, providing support for teachers, preparing materials for classes, organizing supplies, cleaning up each day and other administrative tasks.

Placement in the HFA Summer Internship Program provides a modest stipend of \$100/week upon successful participation in the program as outlined below.

HFA will accept applications from responsible, dependable, and energetic teens (ages 14-19) currently enrolled in school or college. Accepted interns must:

- Attend a training course prior to the start of Summer Days at Hitchcock which will provide the necessary training for summer programming.
- Commit to at least 2 weeks of service during the 4-week program.
- Sign an agreement which outlines their understanding of expectations and their commitment to serve on the weeks specified.

Weeks of service at Summer Days at Hitchcock do not need to be consecutive, but they must be full weeks with all full AM or PM shifts.

AM – 8:15am to 1:15pm

PM – 11:30am to 4:30pm

There is an opportunity to do full day shifts (8:15am to 4:45pm) which includes an additional stipend.

In addition to the stipend, all Interns will receive valuable leadership experience, and work/school references upon request.

Dates of Summer Days at Hitchcock:

**Week 1: July 15 - 19**

**Week 2: July 22 - 26**

**Week 3: July 29 – Aug. 2**

**Week 4: Aug. 5 – 9**

While interns are only required to serve for two weeks, they are welcome to serve for more.

Applications will be accepted until May 31, 2024. All selected applicants will require an interview. Please email (preferred) this completed application, along with any other references/current resume to [execdirector@hitchcockacademy.org](mailto:execdirector@hitchcockacademy.org) with the following subject line: “Internship Application.” You may also mail the application to Hitchcock Academy, PO Box 155, Brimfield, MA 01010 or drop it off in person at 2 Brookfield Rd., Brimfield, MA 01010.



# Hitchcock Free Academy

*Providing Educational, Recreational and Cultural Programs*

## HFA Summer Assistantship Application 2024

Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_

Phone (home or cell): \_\_\_\_\_

Name of parent(s) or guardian(s): \_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

School/College: \_\_\_\_\_ Current year in school: \_\_\_\_\_

Name of Reference (must be included): \_\_\_\_\_

Phone and/or email of reference: \_\_\_\_\_

How did you hear about this Program?

Why is working at a youth summer program of interest to you?

Please tell us a bit about your unique personal strengths and how you could contribute to the success of our program.

This position requires reliability. Please give an example of how you demonstrated consistent, daily dependability and effective communication, in a situation where other people depended on you.



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## **HFA Summer Internship Application 2024 (cont.)**

Have you ever worked with children in any capacity (even babysitting siblings) and how do you feel about working with children of different ages?

Do you have a preference for what age group you would work with? Yes | No

If Yes, please indicate:            Grade: K-2    or    Grade 3 - 6

Do you have a preference for what activities you would work with? Yes | No

If yes, please indicate:            Arts & Crafts            or            Games & Sports

What do you hope to gain from this experience?

Placement in the program requires serving in **AT LEAST** two full weeks of the Summer Days at Hitchcock program. If accepted into the program, please indicate all dates and times you are available (i.e AM/ PM or Both). You may also indicate which two you would prefer to work (if you are available for more than two weeks).

**AM | PM | Both**

\_\_\_\_\_ **Week 1: July 15 - 19**

\_\_\_\_\_ **Week 2: July 22 - 26**

\_\_\_\_\_ **Week 3: July 29 – Aug. 2**

\_\_\_\_\_ **Week 4: Aug. 5 – 9**

\_\_\_\_\_ **I'm interested in all four weeks.**

*Applications must be completely filled out or will not be considered. Email [execdirector@hitchcockacademy.org](mailto:execdirector@hitchcockacademy.org) with questions.*