



Hitchcock Free Academy

Providing Educational, Recreational and Cultural Programs

HFA Summer Internship Program

This program for teens provides experience in educational programming during Summer Days at Hitchcock, our summer program for ages 4 – 6 and 7 -10.

HFA Summer Interns help with overall program facilitation including working directly with children, providing support for teachers, preparing materials for classes, organizing supplies, 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 13-19) 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 \$25/week for a total of \$125/week.

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 17 - 21

Week 2: July 24 - 28

Week 3: July 31 – Aug. 4

Week 4: Aug. 7 – 11

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

Applications will be accepted until May 31, 2023. All selected applicants will require an interview. Please email (preferred) this completed application, along with any other references/current resume to adminasst@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 2023

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 the Assistantship 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.



Hitchcock Free Academy

Providing Educational, Recreational and Cultural Programs

HFA Summer Assistantship Application 2023 (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?

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 which dates and times you are available and indicate which two you would prefer to work (if you are available for more than two weeks).

AM/PM /Both

Week 1: July 17 - 21

Week 2: July 24 - 28

Week 3: July 31 – Aug. 4

Week 4: Aug. 7 – 11

I'm interested in all four weeks.