



2011 Summer Internship Application

Teen Career Connection is an eight-week professional internship program. Following intensive preparation, participants complete a 5-week paid summer internship at a New York City business or corporation. Interns will receive pre-placement training, ongoing career mentoring, \$250 per week in compensation, a \$300 clothing stipend, 2-month Metro card and the chance to see their future career from inside the industry that appeals most to them.

To be eligible, applicants must:

- ◆ Permanently reside within the boroughs of New York City
- ◆ Have completed their sophomore year of high school, although cannot have started at a college or university.*
- ◆ Commit to attend the full pre-placement training scheduled for June 27-July 15, 2011.**

*This excludes students at early-college high schools.

**Special considerations may be made only for returning Teen Career Connection students who have previously completed pre-placement training within the program, and will participate in popular YMCA programs as Global Teens, and/or college orientations.

Applicant's Last Name: _____ First Name: _____

Applications must be postmarked by May 2, 2011 and sent to:
Cassandra St. Vil, Teen Director
5 West 63rd Street, New York, NY 10023

Applications sent by e-mail must be sent by May 2, 2011 and sent to:
cstvil@ymcanyc.org

E-Mail Applications are not permitted without scanned signature pages.

Select applicants will be contacted to arrange an interview,
after which the acceptance decision will be made.

All decisions will be made by June 6, 2011.

PROGRAM OVERVIEW

Established 2003

The idea for the *West Side YMCA Teen Connection Program* came from two members of the West Side YMCA Board of Managers who felt strongly about exposing teenagers to positive career-oriented experiences in a hands-on environment. As the YMCA has always been an organization committed to strengthening our participants and the community. This program accomplishes this key component of our mission in many ways. The program also strives to increase the Developmental Assets of each participant, in hopes of helping them to become strong contributing members of our city and community.

In its eighth year, the program has placed teens in law firms, hedge funds, five-star hotels, nationally recognized foundations & non-profits, architectural and design firms, and industries such as fashion, media, music, and banking. This summer, approximately 25 New York City-based teenagers will complete five-weeks of work at a corporate placement. This work experience happens after completing an intensive three-week training program to prepare them for working in a professional corporate environment. Each teen participant is also assigned an adult mentor that helps them process their experience, helps guide them to be successful in their placement, and is a sounding board for whatever the teens needs help with.

The participants will also be required to complete weekly reflection exercises, attend ongoing summer workshops, and end the program by presenting their *Summer Internship Portfolio* in early September to their peers, family and YMCA board members. The success of any service-learning program is based on allowing participants to evaluate and assess their experience and to share that experience with others.

Applicant's Last Name: _____ First Name: _____

COMMITMENT

Teens are required to:

- Fully attend 3 weeks of training before starting their placement (June 27th to July 15th)
- Work for 5 weeks, 40 hours per week during July 18th and August 19th.
- Complete weekly assignments and exercises as required by the YMCA.
- Attend Portfolio Preparation sessions offered during July and August.
- Attend Mentor ~ Mentee Events, two in July and one in August, including the Mentor-Mentee Matching event scheduled for July 12th.
- Complete a Portfolio Presentation in early September. Students attending out of areas colleges will be exempt from presenting but will still need to prepare their presentation.
- Teens attending summer school or who have other day time summer jobs are not eligible for this experience; however returning teens participating in the YMCA's Global Teens program may be eligible.

COMPENSATION

Teens will receive the following compensation for their participation in this program.

- \$250 per week for the five weeks they are interning. This is paid in two installments of \$500 the first week of August, and \$750 at the end of August after their Portfolio Presentation is submitted, pending all materials are completed.
- A \$300 clothing stipend that will be spent under the direction of a YMCA staff member during the three week training period.
- A monthly Metro card for July and a second for August.
- An adult mentor will be assigned to each teenager. This mentor will be able to provide guidance and direction for the duration of the internship.
- Mentors and mentees will be invited to attend special events, free of charge.

REGISTRATION CHECK LIST

ALL of the following information must be submitted before the application is considered complete. Your forms will be checked to confirm that they have been completed correctly. With the exception of the Participant Biography, your full name should be listed on every page of the application.

- Participant Contact Information Sheet (*Page 3*)
- Emergency Contact & Medical Information Sheet (*Page 4*)
- Waiver Of Understanding (*Page 5*)
- YMCA Teen Center Membership Form (Page 6)
- Two Letters of reference (letters from family members and friends are **NOT** accepted)
- Copy of most recent report card (grades will not be assessed)

Applicant's Last Name: _____ First Name: _____

- Participant Biography – 4 page maximum (double-spaced). Do **NOT** include your full name on the biography, include your initials only.

PARTICIPANTS BIOGRAPHY

Each participant is asked to write a two to four page biography about themselves. Much like a personal statement that is required for a college application, this essay should give the YMCA a sense of why you should be chosen to participate in the program. The biography should address the following information;

- What are your future education and career goals?
- A description of your family and background.
- What has been your previous employment history, both volunteer and work related?
- What has been your involvement with the YMCA?
- What are your other interests or hobbies including; sports or team activities, hobbies, community involvement?
- This program was created to help teenagers who would not normally be able to access such an experience on their own, or through their family and community connections. How do you meet this criterion?

To ensure an objective essay review, please do not include your full name on the essay pages. Instead, only include your initials (Ex. Jane Doe will initial as JD on each of the essay pages).

SUGGESTIONS FOR WRITING A POWERFUL BIOGRAPHY:

- Be real, honest and speak from the heart. The selection committee does not want to read an essay that is impersonal and does not really reflect who you are as a person.
- Re-read what you have written for accuracy and flow. Also, have your parents or a teacher proof read it for you.
- If you are not sure about an answer or cannot describe something because you have not experienced it yet, explain that in your response. The program is about providing experiences and guidance to teenagers that are looking to discover their skills and gifts as much as it is about helping teens reach their dreams.
- Make sure to include your **initials** on all pages of the biography.

Applicant's Last Name: _____ First Name: _____

PARTICIPANT CONTACT INFORMATION

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

HOME PHONE: (____) _____ - _____ CELL: (____) _____ - _____

WORK PHONE: (____) _____ - _____ E-MAIL: _____

PARENT OR GUARDIAN CONTACT INFORMATION

PARENT/GUARDIAN

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

HOME PHONE: (____) _____ - _____ CELL: (____) _____ - _____

WORK PHONE: (____) _____ - _____ E-MAIL: _____

ALTERNATE PARENT/GUARDIAN

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

HOME PHONE: (____) _____ - _____ CELL: (____) _____ - _____

WORK PHONE: (____) _____ - _____ E-MAIL: _____

Applicant's Last Name: _____ First Name: _____

EMERGENCY CONTACT INFORMATION

You **MUST** put down two emergency contacts who are not the parent or guardian, and who reside at a different location than the child, parent or guardian.

1ST EMERGENCY CONTACT

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

HOME PHONE: (____) _____ - _____ CELL: (____) _____ - _____

WORK PHONE: (____) _____ - _____ E-MAIL: _____

2ND EMERGENCY CONTACT

LAST NAME: _____ FIRST NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

HOME PHONE: (____) _____ - _____ CELL: (____) _____ - _____

WORK PHONE: (____) _____ - _____ E-MAIL: _____

MEDICAL INFORMATION

DOCTORS/CLINIC'S NAME: _____

ADDRESS: _____ CITY: _____ STATE: _____

HOME PHONE: (____) _____ - _____ FAX #: (____) _____ - _____

MEDICAL POLICY INFORMATION

PRIMARY POLICY HOLDER NAME: _____

INSURANCE COMPANY: _____

POLICY NUMBER: _____

Applicant's Last Name: _____ First Name: _____

WAIVER OF UNDERSTANDING

✓ MEDICAL ISSUES

I approve this application and certify that the applicant is capable of such an experience and is in good health. In the event that I cannot be reached in an emergency, I authorize the YMCA staff, internship host company or YMCA volunteers to;

- Render required First Aid or CPR as seen fit.
- Give permission to the physician selected by the YMCA of Greater New York to hospitalize, secure proper treatment for and to order injections, anesthesia, or surgery for my child as named above.

Prudent attempts will be made to contact the parent/guardian immediately. I understand that in signing this form I agree to release the YMCA of Greater New York from any liability for the risk of illness, accidents, or injury.

I agree to waive any claims against the YMCA and its member and volunteers for injuries or damages that may result from the conduct of other persons, including participants in YMCA programs.

✓ ATTENDANCE

I ensure my own, or if under 18, my child's attendance and understand that the program requires a 40 hour work week for the five weeks of the summer, in addition to training days in June and July.

✓ TRIPS & ACTIVITIES

I give permission for the applicant to participate in all planned activities, including trips away from the West Side YMCA and the Internship volunteer location. On the trips we will be using the subway, van or bus to transport participants.

✓ PHOTOGRAPH & IMAGE USE

Permission is also given to use video or photographs that my child (or I) may be in for future promotion of YMCA or the host companies activities and programs. I give permission for photos or video to be taken by the internship host company, by media outlets approved by the YMCA, the YMCA or its various affiliates.

✓ ATTIRE

All interns are required to dress appropriately for the internship position. In most cases professional business attire is required (skirts, blouses or suits for girls, and collar shirts and slacks for the boys). This topic will be covered during the orientation trainings, and each participant will receive assistance from the YMCA in acquiring appropriate clothing.

✓ COMPENSATION

All interns will be compensated \$250 per week for completing the 5 weeks of the internship. The teen must complete the entire internship to receive all of the money. A portion (\$250) of the stipend will be paid at the beginning of August and the remainder following completion of duties. Attendance sheets signed by both the participant and the host organization are required to receive payment, delaying these forms will delay the participants check.

**BY SIGNING THIS FORM I AGREE WITH ALL OF THE PROVISIONS LISTED ABOVE,
AND AGREE TO ALLOW MY CHILD TO PARTICIPATE IN THE TEEN CAREER CONNECTION PROGRAM.**

Parent Signature

(Required if teen is under 18)

Date

Participant Signature

Date

Applicant's Last Name: _____ First Name: _____

WEST SIDE YMCA TEEN CENTER ENROLLMENT FORM

NAME	MS MRS MR	FIRST NAME	M.I.	LAST NAME	
A D D R E S S	STREET		APT.		EMAIL
	CITY	STATE	ZIP CODE		CURRENT SCHOOL
	HOME PHONE	DATE OF BIRTH	GENDER		PARENT'S CELL OR WORK PHONE #
Male			Female		
P A R E N T I N F O	1st PARENT'S NAME				HOW DID YOU HEAR ABOUT THE YMCA? (PLEASE CHECK) <input type="checkbox"/> Friend/family <input type="checkbox"/> Other <input type="checkbox"/> YMCA Member <input type="checkbox"/> Promotion <input type="checkbox"/> Internet <input type="checkbox"/> You're a Previous Member <input type="checkbox"/> _____ Publication (specify) <input type="checkbox"/> Walked by Branch I WOULD LIKE TO VOLUNTEER FOR (PLEASE CHECK) Fundraising _____ Teen Recruitment _____ Fitness Dept. _____ Other _____
	STREET ADDRESS, CITY & ZIP (if different)				
	2nd PARENT'S NAME				
	STREET ADDRESS, CITY & ZIP (if different)				
EMERGENCY CONTACT INFORMATION	NAME & RELATIONSHIP		PHONE #		
INFORMATION BELOW IS FOR STATISTICAL PURPOSES					
RACE (please circle only one)					
WHITE		BLACK		ASIAN OR PACIFIC ISLANDER	
AMERICAN INDIAN OR ALASKAN		HISPANIC		OTHER: _____	
HOUSEHOLD INCOME (Check ONE)					
<input type="checkbox"/> 0-\$13,999		<input type="checkbox"/> \$14,000 - \$24,999		<input type="checkbox"/> \$25,000 - \$39,999	
<input type="checkbox"/> \$40,000 - \$54,999		<input type="checkbox"/> \$55,000 - \$74,999		<input type="checkbox"/> \$75,000 - OVER	
Do you intend to go to college after high school? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure					
If you indicate NO, what do you plan on doing? _____					
Has anyone in your immediate family (parents, brothers and sisters) attended college? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you completed the SAT or PSAT? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been on a campus tour of a perspective school you might attend? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you know which college you hope to attend? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Applicant's Last Name: _____ First Name: _____

TEEN CAREER CONNECTION 2011 TIMELINE

All dates are subject to change. All events will take place at the West Side YMCA unless otherwise communicated.

Monday, February 14 th	Applications available.
Tuesday, March 12 th	Informational Session – Receive a description of the program, expectations, with attention to the application process. Not required, but attendance is highly encouraged.
Monday, April 4 th	Early Applications due – Early applicants receive an automatic interview. Not required, but early application is highly recommended.
Monday, May 2 nd	Applications due to the West Side YMCA, Attn: Cassandra St. Vil, Teen Director. Applications must be postmarked by this date, if not received hard copy. E-Mailed applications are not permitted without scanned signature pages.
May 23-27 th , 5pm	Participant Interviews - Applies to all invited candidates. RSVP by May 16 th to cstvil@ymcanyc.org required.
Monday, June 6 th	Accepted participants are announced via e-mail. Please maintain an accessible e-mail address for regular communication with the program.
Saturday, June 11 th , 11am or Monday, June 13 th , 6pm	Mandatory Parent & Participant Orientation RSVP by June 9 th to cstvil@ymcanyc.org required.
Tuesday, June 14 th , 6pm	Mentor Orientation
Monday, June 27 th - Friday, July 15 th	Participant Pre-Placement Training No program on Monday, July 4 th
Tuesday, July 12 th , 6pm	Mentor-Matching Event
Monday, July 18 th - Friday, August 19 th	Internship Period
Thursday, July 21 st	Mentor-Mentee Social
Tuesday, August 9 th	Mentor-Mentee Social
August 22-26 th	Portfolio Review Period- Pre-scheduled individual appointments scheduled with Program Director.
Monday, September 12 th	Portfolio Presentations

Applicant's Last Name: _____ First Name: _____

If you have questions about the Application Process, Program or Mentor Opportunities please contact:

Cassandra St. Vil, Teen Director at cstvil@ymcanyc.org or (212) 912-2665

If you want to host a Teen Intern please contact:

Wyndy Sloan, Communications Director at wsloan@ymcanyc.org or (212) 912-2611

TEEN CAREER CONNECTION 2011 PROGRAM CALENDAR

Teen Career Connection is an eight-week professional internship program. Following intensive preparation, participants complete a 5-week *paid* summer internship at a New York City business or corporation. Past placements have included The William J. Clinton Foundation and Mandarin Oriental, as well as, popular law and architecture firms and hedge funds. Interns will receive pre-placement training, ongoing career mentoring, \$250 per week in compensation, a \$300 clothing stipend, 2-month Metrocard, and the chance to see their future career from inside the industry that appeals most to them.

For more information about Teen Career Connection, please contact:
Cassandra St. Vil, Teen Director at cstvil@ymcany.org or (212) 912-2665

*All events will take place at the West Side YMCA at 5 West 63rd Street, New York, NY 10023.
All dates are subject to change.*

Monday, February 7th - Applications available.

Tuesday, March 12th - Informational Session – Receive a description of the program, expectations, with attention to the application process. Not required, but attendance is highly encouraged.

Monday, April 4th - Early Applications due – Early applicants receive an automatic interview. Not required, but early application is highly recommended.

Monday, May 2nd - Applications due to the West Side YMCA, Attn: Cassandra St. Vil, Teen Director. Applications must be postmarked by this date, if not received hard copy. E-Mailed applications are not permitted without scanned signature pages.

Monday, May 23rd-Friday, May 27th, 5pm - Participant Interviews. Applies to all invited candidates. RSVP by May 16th to cstvil@ymcany.org required.

Monday, June 6th - Accepted participants are announced via e-mail. Please maintain an accessible e-mail address for regular communication with the program.

Saturday, June 11th, 11am or Monday, June 13th, 6pm - Mandatory Parent & Participant Orientation. RSVP by June 9th to cstvil@ymcany.org required.

Tuesday, June 14th, 6pm - Mentor Orientation

Monday, June 27th-Friday, July 15th (No program on Monday, July 4th) - Participant Pre-Placement Training

Tuesday, July 12th, 6pm - Mentor-Matching Event

Monday, July 18th-Friday, August 19th - Internship Period

Thursday, July 21st & Tuesday, August 9th - Mentor-Mentee Social

Monday, August 22nd – Monday, 26th - Portfolio Review Period. Pre-scheduled individual appointments scheduled with Program Director.

Monday, September 12th - Portfolio Presentations

TEEN CAREER CONNECTION 2011 VOLUNTEER OPPORTUNITIES

Teen Career Connection is an eight-week professional internship program. Following intensive preparation, participants complete a 5-week *paid* summer internship at a New York City business or corporation. Past placements have included The William J. Clinton Foundation and Mandarin Oriental, as well as, popular law and architecture firms and hedge funds. Interns will receive pre-placement training, ongoing career mentoring, \$250 per week in compensation, a \$300 clothing stipend, 2-month Metrocard, and the chance to see their future career from inside the industry that appeals most to them.

For more information about volunteer opportunities and program calendar, please contact:

Cassandra St. Vil, Teen Director at cstvil@ymcanyc.org

Essay Reviewers are invited to review 2-4 page biographies submitted by applicants and offer recommendations for admission to this year's program. Applicants and reviewers will be kept anonymous. **Audience:** Professionals with experience with strong communication skills, and the ability to screen quality essays. **Time Commitment:** 5-10 applications to be reviewed over a one month period (April and May).

Interviewers will observe the applicant screening process using an objective program observation tool and evaluate applicants on teambuilding, professionalism, communication and other skills needed for success within the program. **Audience:** Teen Career Connection alumni, current YMCA volunteers, and YMCA staff preferred. **Time Commitment:** Interviews will be held from May 23-27th, 5-7pm. Interviewers invited to attend as many interviews as available.

Trainers offer a variety of skillsets and stem for diverse fields and contribute to the success of the 3-week intensive training for Teen Career Connection interns. We are seeking professional development workshops as public speaking, marketing, resume writing, business etiquette, college preparation and more. **Audience:** Program alumni, corporate and non-profit professionals. **Time Commitment:** June 27-July 15th, 45min-3hr workshops, offsite trainings are welcome.

Please see the reverse side for more volunteer opportunities.

Shoppers help interns identify appropriate dress attire for the workplace and shop with our program! **Audience:** General, able to help professional, yet trendy dress, youth-friendly energy with both patience and good humor! **Time Commitment:** July 12th and 14th, 12pm-5pm.

Mentors are our most vital volunteer! Mentors are matched with an intern for the summer to help ensure success in the program. Mentors are invited to an orientation, social events in addition to making direct impact in the life of young professional.

Audience: Positive professionals eager to connect, offer advice, and listen to the experience of an intern. Current YMCA staff are **highly** encouraged. **Time Commitment:** **at least** weekly communication in-person/phone/email with the intern and program. Invited to Mentor events on June 12th, July 21st, August 9th, and September 12th.

Portfolio Reviewers edit the culminating project interns submit at the conclusion of the placement. Interns will design creative presentations discussing their experience and need critical eyes to ensure they're at their best. Reviewers will largely edit PowerPoint slideshows and posterboards. **Audience:** General, able to comfortably navigate Microsoft Office, and skillfully evaluate professional presentations. **Time Commitment:** Five presentations (approximately an hour per presentation).

Volunteers are subject to background screening prior to beginning service. Please be sure to reach out to program contact, Cassandra St. Vil, Teen Director at (212) 912-2665 or cstvil@ymcanyc.org with questions.