



## 2016 Unpaid Summer Internship Program

### About the Program

Since 1972, Domus has helped thousands of our region's most vulnerable youth and their families experience success. The love, structure, and support we provide at our charter schools, residential programs, and community programs enable our kids and families to reach their full potential.

### Program Objectives

#### For Interns

- To enhance the disposition, knowledge, and skills of young people who are interested in supporting an organization to meet the needs of struggling kids in the areas of education, social and emotional wellbeing, and community engagement.
- To provide interns with tangible new skills acquired during their internship.
- To provide interns with a portfolio of work deliverables/accomplishments.
- To provide interns networking opportunities and contacts with professionals in the field.
- To broaden the horizons of young leaders.
- By acquiring organizational knowledge, an intern can be at a competitive advantage over job applicants without commensurate experience.

#### For Domus

- Provide Domus a pipeline of future talent.
  - o A proven, cost-effective way to recruit and evaluate potential employees
- Expose the next generation of leaders to the plight of poor and underserved.
- Increase and promote awareness and branding of Domus with college-aged students.
  - o Create a new generation of champions and ambassadors
  - o Gain access/connections/contacts with targeted schools and programs

### Program Structure

- The two-day orientation is from 10a to 3p. This year the dates are Thursday, May 19, and Friday, May 20. Attendance is required.
- The program is 11 weeks long and goes from May 23 through August 4.
- Interns typically work Monday-Thursday, 9a-3:30p.

## **Domus Summer Internship Program**

- Interns will have opportunities to interact with staff at all levels and each other. Group meeting and projects are an integral part of the program.
- The online application includes a resume and cover letter. The writing sample question is a part of the application. Students will be evaluated based on content, grammar, punctuation, and syntax.
- Background checks, including fingerprints, are required.

### **Group Intern Projects**

Interns will be responsible for organizing three group assignments.

- A team building activity
- An activity that benefits Domus and/or engages the youth and/or the families we serve.
- Devise and execute a social media or college outreach strategy for 18 to 25 year olds.

### **Characteristics of a Domus Intern**

- College undergraduates (rising sophomores, juniors and seniors)
- Enjoy working with a diverse youth population
- Non-judgmental
- Self-directed and independent
- Energetic
- Smart
- Interested in our mission, core-values and the population we serve
- Nice

### **Expectations**

#### **Intern**

- Have a passion for our mission
- Available for the entire duration of the internship
- Reliable and dedicated to the work and learning
- Demonstrate the core values of Domus as evidenced by how you conduct yourself
- Demonstrate grit around the work and learning
- Use time wisely and constructively, network with Domus staff, build skills and a portfolio of work that can be leveraged in the future
- Become future ambassadors for Domus on your campus and in your peer community
- Contribute fully in all aspects of the program – individual work, program learning and group projects
- To expand horizons

## Domus Summer Internship Program

### Domus Sponsor

- A thoughtful, well-conceived summer project(s) that grows the intern's skills, provides real value to the organization, and exposes them to various aspects of Domus.
- Mentor intern throughout the summer. Promote growth by providing direct and ongoing constructive feedback.
- Commit to meeting with intern weekly to set priorities, assess work, check in, etc.
- Available for the majority of the 11-week internship assignment.
- Allow intern time to plan for and participate in other intern program initiatives (weekly program agenda meetings and three group intern activities).
- Attend and present at the May intern orientation. Present program overview at one lunch meeting.
- Attend the August commencement event.
- Write intern recommendation letter.
- Complete program and intern evaluation survey.

### 2016 Program Details

- 7 internships are available
- Applications accepted January 1, 2016, to March 1, 2016. It is a rolling admissions process, meaning the positions may be filled prior to March 1.
- Applicants will be interviewed (in person, by video conference, or by phone) no later than March 29 and matched no later than April 8.
- We prefer you use your own laptop.
- Orientation is Thursday and Friday, May 19 and 20.
- Program dates are Monday, May 23, through Thursday, August 4.
- Internships are offered in Stamford, CT. Some travel to Bridgeport and New Haven may be required. Travel expenses will be reimbursed.
- Interns are expected to commit 4 days per week typically 9:00am-3:30pm.
- Apply directly online at [www.domuskids.org](http://www.domuskids.org). Direct all questions to [internships@domuskids.org](mailto:internships@domuskids.org)