



# CADKIN YOUTH LEADERSHIP INTERNSHIP

MID-MAY THROUGH MID-AUGUST

Montefiore offers a unique opportunity for leadership development and experience in inter-generational programming.

The Cadkin Youth Leadership Intern, a college student or entering college freshman, receives a stipend and serves as an ambassador for Montefiore in the community.

## Internship Responsibilities:

The Cadkin Youth Leadership Intern assists in administering all aspects of the Junior Volunteer Program.

The Junior Volunteers, ages 10-18, are a vital component of our dynamic volunteer corps. They enhance resident life and gain a rich understanding of the needs of our aging community.

The Cadkin Youth Leadership Intern interacts with junior volunteers and seniors in a Jewish environment committed to caring, compassion and customer service.

Applicants must submit the application form and two letters of reference for consideration.

## Montefiore:

Founded in 1882, Montefiore is a nonprofit organization that offers a comprehensive system of health and wellness services for seniors in our community.

## Duties:

### Planning special events:

- Montefiore Idol Junior Volunteer Talent Show
- Ice Cream Social and Junior Volunteer Recognition Event
- Tasks to include: publicity, planning activities, entertainment, refreshments

### Recruitment calls and visits

- Phone calls and visits to schools, synagogues and community organizations
- Communication to students and parents

### Orientation of Junior Volunteers

- Group and individual sessions
- Assist with application forms
- Tours of building

### Scheduling

- Identifying volunteer opportunities to utilize individual students' needs, desires and talents
- Coordinating staff needs and requests with volunteer interests and talents
- Assigning volunteers to work throughout building on a daily basis

## Coaching

- Mentoring, leading, supporting junior volunteers on a daily basis
- Providing feedback to Junior Volunteer Coordinator
- Fostering positive relationships between seniors and young adults

## Communication

- Publicize volunteer opportunities and events
- Phone calls for scheduling, reminder calls and answering questions

## Other duties as needed

## Criteria for Success:

- Dynamic, personable, mature
- Excellent communication skills, both written and oral
- People-oriented and enjoy working with elderly and youth
- Well organized with computer skills
- Leadership skills and professionalism
- Flexibility and patience
- Knowledge of the Jewish community a plus
- Transportation accessible

For questions call Mary Kate Hageman at (216) 910-2566 or email [mhageman@montefiorecare.org](mailto:mhageman@montefiorecare.org).



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## MID-MAY THROUGH MID-AUGUST

## LETTER OF REFERENCE #1

\_\_\_\_\_ has applied for the Cadkin Youth Leadership Internship. The Cadkin Youth Leadership Intern assists in administering all aspects of the Junior Volunteer Program at Montefiore. The selected Intern interacts with junior volunteers and seniors in a Jewish environment committed to caring, compassion and customer service. The Intern's responsibilities include: event planning; recruitment, orientation, scheduling, coaching, organizing and mentoring junior volunteers; communication; and serving as an ambassador for Montefiore in the community.

We would appreciate your frank appraisal of the candidate in the following areas:

- Maturity and reliability
- Leadership ability
- Ability to relate well to seniors and youth
- Capacity for empathy
- Openness to new experiences
- Intelligence

You may use the space below or your own letterhead. Please feel free to use the back of this page as well.

Submitted by:

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Please return this letter as soon as possible and no later than April 30, 2008, to Mary Kate Hageman, Junior Volunteer Coordinator and Volunteer & Recruitment Specialist, Montefiore, One David N. Myers Parkway, Beachwood, Ohio 44122.

For questions, email: [mhageman@montefiorecare.org](mailto:mhageman@montefiorecare.org) or call (216) 910-2566. Visit us online at: [www.montefiorecare.org](http://www.montefiorecare.org).



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## LETTER OF REFERENCE #2

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# CADKIN YOUTH LEADERSHIP INTERNSHIP

MID-MAY THROUGH MID-AUGUST

## APPLICATION

Name \_\_\_\_\_ Birthday (m/d/y) \_\_\_\_\_  
 Age as of June 1 \_\_\_\_\_  Male  Female \_\_\_\_\_  
 Social Security number \_\_\_\_\_ Cell phone \_\_\_\_\_  
 Email \_\_\_\_\_

**Permanent Address:**

Street \_\_\_\_\_  
 City \_\_\_\_\_  
 State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_

School name \_\_\_\_\_  
 School address (if different):  
 Street \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_

**Education:**

	Name of School	Dates attended	Degrees/Major	Year Entering Next Fall
High School				
College				

**Employment/Volunteer Experience:**

Organization	Title/Position	Dates of Employment	Salary

**School or Community Clubs/Organizations**

Name of Group	Purpose/Activities	Title or Position Held	Dates of Involvement

Programatically, what kinds of activities can you plan or offer to the residents (computer tutoring, book group, etc.)? \_\_\_\_\_

How did you become interested in service to the Jewish community? \_\_\_\_\_

How did you hear about the Internship Program? \_\_\_\_\_

What makes you uniquely qualified for this internship? \_\_\_\_\_

What experience do you have with the elderly population? \_\_\_\_\_

What experience do you have working with youth? \_\_\_\_\_

What experience do you have volunteering? \_\_\_\_\_

What are your current career goals and why? \_\_\_\_\_

What experience do you hope to gain from participating in the Cadkin Youth Leadership Internship Program? \_\_\_\_\_

Do you have access to your own transportation for performing various job duties?  yes  no

**References:** Using the attached Letter of Reference form, please obtain two references from a current or former employer, school advisor, teacher or clergy. Not friends or relatives.

### Applicant Signature Required

Have you been convicted of any felony within the past ten years? If so, please describe the circumstances. (Please note: An affirmative response will not necessarily disqualify you from the position for which you have applied).

Are there any reasons you may not be able to perform any of the major duties of the job for which you have applied? If so, how can we accommodate you so that you can perform the major job-related duties (Note: Montefiore is an equal employment opportunity agency and will make reasonable accommodations for disabilities.) \_\_\_\_\_

I acknowledge that the information I have provided on this application is truthful, to the best of my knowledge. I understand that deliberate falsification of information is grounds for dismissal. \_\_\_\_\_

I authorize Montefiore to make written or oral inquiries of any of my former employers, references, doctors, or any other schools which I attended, or any law enforcement authorities or agencies or hospitals, concerning any information given by me in my application. I give permission for Montefiore to complete any background investigation required for employment.

Print name: \_\_\_\_\_ Date \_\_\_\_\_

Signature: \_\_\_\_\_

*Application and two letters of reference must be received by April 30, 2008.  
Return completed application to: Mary Kate Hageman,  
Junior Volunteer Coordinator and Volunteer & Recruitment Specialist,  
Montefiore, One David N. Myers Parkway, Beachwood, Ohio 44122.*

*For questions call Mary Kate at (216) 910-2566 or email:  
mhageman@montefiorecare.org. Visit us on line at: www.montefiorecare.org*

