



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 and 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, please call Mary Kate Hageman, Junior Volunteer Coordinator, at (216) 910-2566 or email mhageman@montefiorecare.org.



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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 Friday, April 30, 2010, to Mary Kate Hageman, Junior Volunteer Coordinator, Montefiore, One David N. Myers Parkway, Beachwood, Ohio 44122.

For questions, please call Mary Kate Hageman, Junior Volunteer Coordinator, at (216) 910-2566 or email mhageman@montefiorecare.org.



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LETTER OF REFERENCE #2

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PERSONAL STATEMENT

In approximately two double-spaced typed pages, please describe a life experience that has special meaning for you. How did your perspective change as a result of this experience?

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at (216) 910-2566 or email mhageman@montefiorecare.org.



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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, personal statement and two letters of reference must be received by Friday, April 30, 2010. Return completed application to:
Mary Kate Hageman, Junior Volunteer Coordinator, Montefiore,
One David N. Myers Parkway, Beachwood, Ohio 44122.*

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