



## **ABOUT GOOD NEIGHBORS**

For the past thirty years, Good Neighbors has been on a mission to serve people, empower volunteers, and build relationships, following Jesus Christ's command to love our neighbors. We accomplish this mission through home repair. We want our communities to be filled with warm, safe, dry, and healthy homes. Yet, we realize that critical home repairs keep that vision from becoming a reality for many low-income homeowners in our communities. Good Neighbors tackles these repairs at no cost to the homeowner. We want to bring love and stability to the communities and families we serve in the name of Jesus, and we hope you'll join us in this mission through our summer internship program.

## **INTERNSHIP DESCRIPTION**

Good Neighbors offers a part-time, volunteer, summer internship to high school juniors and seniors. Students participating in this program will receive opportunities for personal development, hands-on job experience in an organizational setting, an exploration into the work of non-profits, and a chance to serve members in their community. This internship will last approximately eight weeks, from June – August. Interns should expect to work between 15-20 hours per week. Interns will work one-on-one with the Good Neighbor's Internship Coordinators, who will guide them through their internship experience.

## **INTERN EXPECTATIONS AND RESPONSIBILITIES**

### **Interns will complete a two-week orientation**

- Interns will start by spending two weeks getting to know the organization through hands-on learning. Interns are expected to shadow staff members from the various branches of the organization, attend meetings, offering thoughts and feedback on topics discussed. Interns are expected to participate in at least one group workday doing supervised home repair.

### **Interns will develop, complete, and present an internship project that supports Good Neighbors' mission**

- During their two-week orientation, interns will create a project proposal that would positively contribute to the mission of Good Neighbors. Project proposals will be presented to and approved by Executive Director Harold Naylor and the Good Neighbors Internship Coordinators. Interns will be responsible for working with the GN Internship Coordinators to ensure their project is completed and presented to the Good Neighbors team before their internship ends.

### **Interns will help support Good Neighbors Youth Camps in June and July**

- Good Neighbors will oversee two weeklong, overnight youth camps in 2022. Interns should be ready to help assist in making these camps a success.

### **Interns will meet weekly with GN Internship Coordinators**

- Interns will meet weekly with the GN Internship Coordinators for progress updates and to reflect upon their work and experiences. GN Internship Coordinators will help interns manage tasks and time while also establishing future goals & timelines. These meetings are intended to benefit the interns allowing them to personalize their internship to get the most out of this experience. Students should expect to undergo an exit interview at the end of the program.



### **INTERNSHIP REQUIRMENTS AND QUALIFICATIONS**

- Applicants must be high school juniors and seniors (including rising juniors & newly graduated seniors)
- Applicants must be able to commit 15-20 hours a week to this internship for approximately eight weeks (Successful applicants can discuss vacations and weekly schedules with the Internship Coordinators)
- Applicants must provide transportation to/from the GN office and/or worksites.
- Applicants must be willing to work independently and on a team.
- Applicants must be willing to receive coaching and feedback.
- Applicants should have good verbal and written communication skills.
- Applicants should be prepared to work with people living in poverty and challenging life circumstances.
- Ideal candidates will have a heart to serve underprivileged people.

### **INTERNSHIP BENEFITS**

- Opportunities for personal development
- Hands-on job experience in an organizational setting
- Exploration into the work of non-profits
- A chance to serve members of your community
- A weekly, discretionary, stipend of \$100.00 dependent upon completion of weekly responsibility and agreed upon schedule



**GOOD NEIGHBORS STUDENT INTERNSHIP APPLICATION FORM**

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

School Name: \_\_\_\_\_

Grade (circle one):                  Junior                  Senior                  Graduate

**Are there any June, July, and August dates that you would need time away from your GN duties? (Vacations, conflicting events, alternate work schedule, etc.)**


**Please tell us about your favorite subject in school and why.**




**Please tell us about your extra-curricular activities (student organizations, job experiences, hobbies, community groups, skills, etc.)**


**Please tell us what you hope to do after high school.**




## COVER LETTER INSTRUCTIONS

Please submit your internship application with a typed cover letter. Your letter should include the following:

- Your thoughts on Good Neighbors' mission and community impact.
- Why you believe you are a good fit for this internship.
- What you hope to gain through this experience.

Cover letters should be no more than one-page, single spaced, typed in 12 point, Times New Roman font. Include your first and last name, school, grade, and submission date in the upper left-hand corner of the letter.

*Completed applications and cover letters can be mailed to the Good Neighbors Office at:*

**GOOD NEIGHBORS INC.  
224 E. STREET ROAD, STE. 2  
KENNETT SQUARE, PA 19348**

*Or scan and email your completed application and cover letter to [internship@goodneighborshr.org](mailto:internship@goodneighborshr.org).*

**\*All applications are due by April 30, 2022.** Good Neighbors will contact applicants in May to schedule interviews. Successful applicants will begin their internship in June.

Any internship or application questions can be directed to [internship@goodneighborshr.org](mailto:internship@goodneighborshr.org)