
“I Have a Dream” Foundation of
Boulder County Internship
Program

Summer 2022



I Have A Dream

Mission: Empower children from under-resourced communities to succeed in school, college, and career by providing academic, social, and emotional support from elementary school through college, along with post-secondary tuition assistance.

Vision: Our dream is a world where every child has equal access to the educational and career opportunities that will ignite their innate potential.

Internship Goals

A great internship provides the knowledge and skills required to become successful in a specific career field. The most amazing internship experiences are those **that prepare students for the work they hope to do after graduating from college.**

Internship Information

What's an internship?

A position that a student or trainee who works in an organization or business to order to gain work experience.

This opportunity exposes students to have a hands on experience for a particular job, profession or industry. For many this is their first job and will be developing hard and soft skills. Provide them an opportunity to learn all areas of the organization/business. Engage your staff to provide a chance to share their positions. What can a student expect:

- Learn about the industry, departments
 - Work on projects and tasks
 - Help build a professional network
 - Help guide career goals
-

Internship Details

- Interns work a minimum of 120 hours or maximum of 160 hours (20 hours/week). This for a 6-8 week during June-Aug. Flexible to meet your schedule.
 - Pay starts at a minimum of \$15 an hour.
 - ALL INTERNSHIPS NEED TO BE PAID.
 - Students 10th-12th Grade (ages 16+).
 - Aligned with a career track, as much as possible.
-

How do students qualify for an Internship?

1. **Fill out an interest survey for the College & Career Department**
 - a. Only if they are interested in applying for an internship.

2. **Attend Career Boot Camp**
 - a. Students must complete Career Boot Camp to be considered for an internship.
 - b. Students must attend the Employment Orientation prior to starting Internship

3. **Interview!**
 - a. After attending bootcamp, an interview is required for internship placement
 - b. Starting in April
 - c. While no student will be guaranteed an internship, every effort will be made to place as many applicants as possible.

What will we do at Career Readiness Boot Camp?

- Workshop sessions: Resumes & Cover Letters, Interview Skills
- Create LinkedIn profiles and connect with real employers. Just like in a real job, the person interviewing you is gonna look you up online!
- Interview preparation
-Mock Interviews



Student Employment Orientation

Student Orientation BEFORE the start of their Internship

One Day Orientation

- Last week of May/ early June

How to be an employee “starter pack”

- Time Management
- Organization Skills
- HR

(Time sheets, sick days, who to contact when sick or when day off needed.)

- Communication
(Text, phone call, emails)

How to stay organized

- How to organize time for personal life and work

Next Steps

1. **Submit the Google Form for additional host information for the College & Career Staff**
2. **Submit the Job Description for each of the positions you will have available**
 - a. **Preferred to be received by March 11th to use in marketing materials with students**
3. **Stay tuned after March 11th about communication on helping with the Bootcamp and interview dates**

Job Description

Basic Functions / Overview

Please describe the purpose of the role here, along with major responsibilities and stakeholder groups associated with this work. Include team name and reporting lines, departmental responsibilities and size of department as a whole. Include a description of your ideal candidate.

Duties and Responsibilities

- Describe specific, job-related, day-to-day duties and responsibilities here
- Make ensure that the duties aren't simply errand running and paper filing only
- Be sure to include any major deliverables, especially if there is a timeline for it (see examples below):
 - Observe and discuss business operations, team-working environment, leadership and management styles within area of interest
- Shadow team members and supervisor to gain detailed insight to department operations
- Meet with assigned supervisor to discuss scope of activities that are to be completed
- Thoroughly document activities providing updates to supervisor as required
- Escalate activity issues to supervisor ensuring they are brought to resolution
- Prepare reports, material and documentation
- Create organized project files
- Cooperate with team members to meet goals or complete tasks
- Any other projects and duties as assigned

Job Description

Requirements / Minimum Qualifications

- High School student, 16 years or older by June 1, 2022, or older
- Attended IHDF Career Readiness Bootcamp
- Interest and/or passion for field, industry, or role
- Commitment to full participation and attendance for duration of program
 - Any additional basic skills or abilities needed for the role (typing skills, computer programs preferred)

Personal Qualities & Characteristics

- Embody your organization's values
- Exceptional attention to details
- Excellent problem solving skills, initiative, and resourcefulness
- Ability to work both independently and collaboratively
- A strong commitment to contributing positively to a team
- Interest in actively learning about the business

Contact us:

College & Career Department:

Email: Internships@ihaveadreamboulder.org

- Johana Campos, Internship coordinator
 - Beatrice Salazar, Director of College & Career Department
-