

*For Office Use Only*

Name \_\_\_\_\_

Internship A \_\_\_\_\_ Internship B \_\_\_\_\_



## **Youth Job Training and Internship Program 2016/2017**

### **Internship Application for Youth Entering 7<sup>th</sup> Grade and Up**

The San Geronimo Valley Community Center's Youth Job Training and Internship Program, is a well-rounded program that gives participants hands-on experience working in a community setting. Our year round program has sessions beginning in summer, fall and spring each year. The SGVCC offers both an Internship A and an Internship B. All youth entering 7<sup>th</sup> grade and above are eligible to apply for Internship A and once completed, may apply for Internship B. Internship A is a non-compensated program, while Internship B participants receive an end of session stipend. All interns in both programs receive community service hours, work experience and letters of recommendation for schools, jobs, etc. For summer 2016, both summer long and week-long internship intensives will be available and decided on an individual basis. For more information, please contact Heather Richardson, at [loft@sgvcc.org](mailto:loft@sgvcc.org)



**Internship Application – Please fill-out this application WITH your parents and print VERY clearly**

**Intern Information**

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Physical address \_\_\_\_\_

Home number \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Grade and school for August 2016 \_\_\_\_\_

Please describe any physical, emotional or medical issues we should know about  
\_\_\_\_\_

Using the attached descriptions of each of the internship sites, please list your top three choices for an internship placement:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Family Information: Please write CLEARLY**

Your Parent's Name \_\_\_\_\_

Your Parent's phone numbers \_\_\_\_\_

Your Parent's email addresses \_\_\_\_\_

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Your Parent's phone numbers \_\_\_\_\_

Your Parent's email addresses \_\_\_\_\_

**Medical Insurance Information**

Insurance Carrier \_\_\_\_\_

Insurance policy # \_\_\_\_\_

*\*In case of an emergency, we will contact parents, police, fire department and medical providers.*

Have you ever been a summer intern through The Loft or Community Center? \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Consent

*"I give my child \_\_\_\_\_ permission to participate in the SGVCC's Youth Job Training and Internship Program. I hereby agree to indemnify and hold harmless the San Geronimo Valley Community Center, and its officers and employees and any community business, individual or organization co-sponsoring the Internship program, from and against any and all liability for any injury which may be suffered by me or my child arising out of or in any way connected with the participation in the program named above. In an emergency, my child may be treated by a qualified doctor. I give informed consent for the San Geronimo Valley Community Center to use my child's likeness in its P.R. i.e. newspaper, web site, brochures."*

Child's name: \_\_\_\_\_

Parent(s) names: \_\_\_\_\_

Parent signature: \_\_\_\_\_ Date \_\_\_\_\_

**San Geronimo Valley Community Center  
Youth Transportation and Photo Release Agreement**

I hereby give my son/daughter, \_\_\_\_\_,  
permission to ride in the car of San Geronimo Valley Community Center staff vehicles and the  
vehicles of San Geronimo Valley Community Center individual and parent volunteers.

I hereby give the San Geronimo Valley Community Center permission to use photos of my  
son/daughter, \_\_\_\_\_, in any printed or  
electronic outreach, reports, press releases and other related media.

I/We as parent(s), legal guardian(s), legal custodian(s) of (name of youth)  
\_\_\_\_\_, do hereby agree to hold San Geronimo  
Valley Community Center, its employees, agents or servants, harmless from any liability which  
may result from any injury or damage to the herein before mentioned student, either to his person  
or property, resulting from the granting of this request.

Parent(s)/Legal Guardian(s)/Legal Custodian(s)  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_

\*Please return completed application to:  
San Geronimo Valley Community Center  
Attention Heather Richardson  
P.O. Box 194  
San Geronimo, CA 94963  
415-488-8888

## **Internship Locations and Descriptions**

### **Taste Bakery in Fairfax – OMG Drool!!!!**

Have an entire week to dedicate to Taste? This one-week intensive is for dedicated culinary kids. Learn what it takes to go from start to finish creating the delicacies that Taste magically makes each day. Must be able to commit for a full week, get up VERY early, have exceptional professional skills and be at least 15 years old.

### **Life is Better on the Farm – Sheep, Shearing, Milk and Wool**

Like building fences and cleaning out chicken coops? Ever wanted to learn how to spin wool, milk goats and get a sourdough bread starter going? Then the farm life might be just the place for you! Life on the farm is located at a private home in Woodacre and home to rabbits, chickens, goats, gardens and more.

### **Woodacre Market and Deli – Sandwiches, Sweeping and Bacon, Oh My!**

Are you kidding me?!?! The store of your childhood is offering up internships for those who just love their local Valley stores. Learn customer service skills, epic sandwich making techniques and what it takes to feed our community and the tourists who come through.

### **Enjoy Mountain Biking? Join Access4Bikes – Fair and Reasonable Access for Mountain Bikers to the Trails on Our Public Lands in Marin.**

Interns needed to perform a variety of tasks for this nonprofit 527 organization. Duties include but are not limited to:

- Attending the monthly meetings which are the 3rd Monday of month from 6:30 pm in Fairfax
- Perform trail head advocacy, educating users on issues at hand
- Help with trail head membership sign ups
- Attend occasional County meetings representing the organization
- Write letters supporting our issues
- Work to get classmates/friends to duplicate efforts in writing and attending meetings
- Help with other duties, to be determined as need arises

Must have own transportation via car or bike. Occasional arrangements can be made with our board for rides when appropriate. Hours to be decided.

### **San Geronimo Valley Community Center – Learn What it Takes to Run This Amazing Place!**

Our annual on-site internship is a well-rounded program which gives participants hands-on experience working in a community center setting. Interns participate in all facets of the Center, including Arts and Events, Summer Camp, Summer Bridge, Senior Lunch, Human Services, Playgroup and the Food Bank. If you think you might enjoy working with kids, putting on concerts, serving food, playing outside and being a role model for campers, this is for you.

### **Halleck Creek Ranch – Helping Hands and Horses**

Love horses? Come join a very special program, where children and adults with disabilities engage with dedicated volunteers and gentle horses to enjoy days of therapy and fun. Interning at Halleck Creek will give you a great sense of achievement and fulfillment, as you help riders reach their goals and improve their lives. In addition to giving back to your community, you will learn a great deal about horsemanship, leadership and about the issues facing people with disabilities.

### **Marin's Marine Protected Areas – Saving our Seashores!**

Calling all earth workers, environmentalists and conservationists! Chances are you've visited a marine protected area and don't even know it. If you've gone beach combing in Pt. Reyes, fishing in central California, diving in the Florida Keys, camping in Acadia, swimming in Cape Cod, snorkeling in the Virgin Islands, birding in Weeks Bay, hiking along the Olympic Coast or boating in Thunder Bay, you've probably been one of thousands of visitors to a marine protected area (MPA). Find out what you can do to help oceans and marine protected areas by going to the beach! This important work not only gives you fun in the sun, the data you collect goes into the State data base for our global scientific community.

### **Lagunitas Market and Deli – Sandwiches, Sweeping and Bacon, Oh My!**

Are you kidding me?!?! The store of your Childhood is offering up internships for those who just love their local Valley stores. Learn customer service skills, epic sandwich making techniques and what it takes to feed our community and the tourists who come through.

### **KWMR Radio - Youth D.J. Project – Be on the Air!**

Were you just made to be on the air??? Want to hear your favorite songs played here on local radio? KWMR Radio may just be the place for you! Learn the radio ropes and have a regular programming spot as a music DJ! All interns receive the on-air Studio A training and put on live shows!

### **San Geronimo Golf Course - Culinary Arts!**

The golf course is always bustling with action and the kitchen is especially busy. Have an interest in food, the restaurant business or catering? Join the team at the golf course. Culinary interns will get a well-rounded experience learning the following skills:

- Basic food safety and sanitation to be learned on the job.
- Knife skills and safety as well knowledge of equipment used in a commercial kitchen.
- Prep work (vegetables, some meat preparation, banquets, preparing pantry items)
- Some baking, we do a lot of in house baking (cookies, breads, muffins)
- Menu planning and costing
- Intern will be supervised by the chef and will assign tasks for the intern to perform

### **San Geronimo Golf Course - Events and Party Planning!**

The golf course is a place to celebrate. People from all over the Bay Area rent the golf course for galas, weddings, bar mitzvahs and business meetings right here in our Valley. As an events and party planning intern, you will have a blast, while learning the ropes in the following categories:

- Marketing, Sales & Closing Strategies
- Tracking & Generating Leads
- Database, Email, Phone & Meeting Protocols
- Meetings with Potential & Existing Clients
- Preparing Event Packages & Event Details
- Working with Clients, Co-workers & Outside Vendors
- Coordinating Events

### **S.P.A.W.N and Turtle Island Restoration – Be a Part of the Food Chain Future!**

Are you fighting for a blue green planet? Care for salmon, sea turtles, marine mammals and sea birds? Want to help restore our native plants and watersheds? Then look no further, SPAWN is just the place for you!

### **Intel Computer Clubhouse - Jobs of the Future: Learn Robotics, Engineering and how to Code!**

Create a digital portfolio! Learn to use industry standard hardware and software in a safe and supportive environment set up for exploration and development. Interns learn through exploring and experimenting with a focus on circuits, simple electronics, 3D modeling, kinetics and other hands-on projects. Interns in this placement will be challenged to design with purpose. Using a variety of materials from cardboard to pipe cleaners to LEDs and LEGOS, this placement will bring creations to life. Possible activities include, kinetic sculptures, building a boat that floats,

designing wearable LEDs, making 2D become 3D, game design, motors and robots and sensors and sounds.

### **Revolution 9 - Learn How to Be An Invaluable Employee!**

Getting a retail job is a great entryway into the work world, but too often small stores have a very high turnover—often due to young people’s lack of work experience. Don’t let that happen to you! Working in a store is much more than sitting behind a cash register chewing gum! Your internship at Revolution 9 will teach you how to be the kind of employee that managers will weep to see leave. Customer service, organization, confidence, display and promotional skills, and the ability to self-start all come into play in a good retail job and learning to exhibit these skills will make bosses jump to hire you and will help you to no end in any future career.

### **Youth Leadership Institute – Become a Leader, All Around Marin!**

Are you a born leader? This amazing opportunity makes you a member of the Marin County Youth Commission which reports to the Board of Supervisors on youth driven policy change at the County level. Interested in shaping public policy? Maybe you want to run for public office one day? Here’s your chance! Become an intern with the Youth Leadership Institute! In this placement, you will assist the Y.L.I. Program Coordinator with youth led county projects, participate in countywide initiative meetings, help with youth recruitment, oversee project implementation, attend and participate in project site visits, and attend countywide events to promote Youth Leadership Institute and its programs.

### **San Geronimo Golf Course – Work the Tournament!**

Did you know that the golf course is a world class site for tournaments? People come from all over the world to play the Valley course and you can be a part of all the action that goes into putting on these fantastic events. As a tournament intern, you will learn the following skills:

- Research Techniques
- Interaction with
- Prospects and Clients
- Sales & Closing Strategies
- Letter Writing
- Marketing Strategies

### **San Geronimo Golf Course - Golf Course Maintenance!**

Do you love to work outside? Can’t ever see yourself working behind a desk? Maybe you’ve thought about owning a landscaping business one day? Join the landscaping and maintenance team at the Golf Course. This is the perfect placement for anyone with an interest in keeping our golf course green and gardening on a grand scale. See below for details.



- Must like to work outdoors
- Willingness to get hands dirty
- Able to get up early in the morning, 5:00am start time
- Knowledge of the game of golf a plus, but not necessary

*\*Must 18 years or older to operate machinery*

### **West Marin Coalition for Healthy Kids – What’s the Deal with Drugs and Alcohol?!?! - Be a Part of the Solution!**

Did you know that Marin County has one of the highest rates of underage binge drinking and alcohol abuse in the country?!?! Are you a community organizer? Do you have an interest in getting involved, informed and raising awareness on important issues surrounding drugs, alcohol, tobacco and other substances that affect young people? Then join the West Marin Coalition for Healthy Kids. Help plan community action right here in your own backyard. Be a part of the larger conversation. Educate your parents and friends about the rules, laws, effects and dangers the of underage drug and alcohol use. Help plan middle school parties and movie nights just the way you want to!

### **County of Marin – Play a Part in Community Health and Public Policy!**

Interested in keeping Marin County healthy? Do you see issues that need to be addressed? Maybe you’re thinking of working in the medical field as a doctor, nurse, dentist or care provider. There’s a lot that goes into keeping our communities happy, healthy and safe. Be a part of the action!

### **West Marin Senior Services - Intro to Case Work & Direct Senior Care!**

Were you just born to help people? Maybe you have thought about getting into the health care field, becoming a doctor, a nurse, social worker or therapist? West Marin has a vibrant, fun and amazing community of senior citizens and even as life gets better and better, they often need our help. In this placement, you will learn about care coordination and one-on-one support to seniors, either in the home or at our assisted living facility. This placement offers interns first hand learning about in-home care to older adults, while working with case manager Laura Sherman, helping with everything from one-on-one senior help, errands, the weekly Senior Lunch at the Center, preparing meals, special projects, gardening, once weekly meal delivery and basic paperwork, as appropriate.

### **San Geronimo Preschool – Time with the Littles Guys!**

Do you just love little kids? Feel like you'd be great as a preschool teacher? Maybe you even went to the San Geronimo Preschool! Preschool interns have lots of responsibilities including:

- Welcoming children
- Engaging children in constructive activities
- Running a music circle with singing and musical instruments
- Overseeing art activities
- Creating outside playtime activities
- Creating a cooking projects with children and creating outside large motor games