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TO: FROM:

Re: Date:

Interested High School and College age students Lisa L. Palmer, Executive Director

College Age Servant Leader Intern Information

April 29, 2025

Executive Director

Attachments:

Job descriptions

Local Training Schedule Application

BCI Background Check Form

203 Old Bay Dr Pataskala, Oh 43062

614-908-0270

[cdfsskh2004@gmail.com](mailto:cdfsskh2004@gmail.com)

sskh2006.org

This letter is being written to give you information about an exciting and rewarding paid summer internship program. Southside Kingdom of Hope, in partnership with the Children's Defense Fund, will be sponsoring our 21st year of Freedom School. The summer site name is the Southside Kingdom of Hope Freedom School, held at Marion Franklin Community Center, 2801 Lockbourne Rd.

The Southside Kingdom of Hope Freedom School is an educational and cultural enrichment program. Our program provides summer options for children where there are none and strengthens parent and community involvement in the year round achievement of children. We serve children ages 5 to 14 for 8 weeks of integrated reading, conflict resolution and social action in an activity-based curriculum to promote social, cultural and historical awareness.

All Servant Leaders Interns will be **compensated at the end of the internship**. Compensation is based on experience and age and amounts will be discussed during the interview process. Local training begins June 2-3 and the program begins Monday June 8. The hours of operation are Monday-Friday from 8:30-4:00. Servant Leaders must be 18 years of age or older. BCI checks are required for all employees **18 and over and must be obtained before internship begins**.

We have an 8-week summer program planned and need dedicated, mature, responsible and dependable students to be leaders in this innovative initiative. If you know someone you think is qualified or you are interested, please respond to this inquiry through letter of interest and available times for interviews. Summer positions are dependent upon grant funding.

Again thank you for your interest and hope to hear from you soon. Sincerely,



Lisa L. Palmer

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# Servant Leader Intern Position Description

**Title:** Servant Leader Intern

# Nature and Scope

CDF’s mission is to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start and a Moral Start in life and successful passage to adulthood with the help of caring families and communities. The CDF Freedom Schools® program is a direct service initiative coordinated nationally by the Children’s Defense Fund in partnership with local community organizations. It is an educational and cultural enrichment program that provides summer options for children and strengthens family and community involvement. The program serves children in grades kindergarten through twelfth for six to eight weeks.

The activity based Integrated Reading Curriculum, which is aligned to the Common Core State Standards, integrates reading, conflict resolution, and social action, and is designed to promote social, cultural, and historical awareness. A multi-year assessment of *CDF Freedom Schools* program sites continuously demonstrates the effectiveness of the Integrated Reading Curriculum, which has proven to avert children’s summer learning loss in reading achievement.

College-age young adults and recent college graduates play a key role in the *CDF Freedom Schools* program in the position of Servant Leader Intern. Each *CDF Freedom Schools* Servant Leader Intern serves as the teacher for a maximum of 10 students. Servant Leader Interns have access to further leadership development and networking opportunities geared toward continued direct service and advocacy on behalf of children and families.

# Responsibilities

* Supervise and maintain safety of students at all times.
* Set up, manage and break down classroom space according to standards developed by CDF.
* Engage a maximum of 10 students per class in the Integrated Reading Curriculum as outlined in the guide provided by CDF.
* Attend all required trainings.
* Maintain the safety of all students at the site.
* Serve as Harambee leaders, afternoon activities facilitators, and field trip chaperones.
* Collaborate with other staff to establish and maintain a supportive and structured environment for the students entrusted in their care.
* Report any issues or concerns regarding students in the program to the Site Coordinator.
* Implement the *CDF Freedom Schools* Integrated Reading Curriculum with fidelity.

# Qualifications

* Must have completed at least one year of college and have plans to complete the college degree (typical age range is 18-30)
* Maintain or have graduated with at least a 3.0 G.P.A.
* Ability to motivate others and work as part of an intergenerational team
* Strong appreciation and understanding of individual cultural history and the willingness to be open and respectful of all cultures
* Exhibit positive attitude; model a mature and professional demeanor
* Excellent written and verbal skills

**Dress Code**

Appropriate attire for the summer will be work T-shirt or T-shirt, shorts or capris, no midriffs, low cut pants/shorts, high cut shorts, spaghetti strap tank tops or sagging. You must wear tennis shoes at all times. No Bikini swim suits.

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**Local training**

**Local training will be held June 2-3**

**Marion Franklin Community Center 2801 Lockbourne Rd**

**Time To be Announced**

**6/2**

1. **Orientation to the building**
2. **Moving stuff from storage**
3. **Prepare Room**

**6/3**

1. **Practice Harambee**
2. **Practice Class management and curriculum delivery**
3. **Prepare Room**

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**Servant/Junior Application**

**Children’s Defense Fund Freedom Schools® Program**

Date:

**Southside Kingdom of Hope, Inc.**

**Sponsor Organization**

**Southside Kingdom of Hope CDF Freedom School Site Name**

**Summer Intern and Youth Employment Checklist Servant Leader Interns**

* **Application**
* **Signed Contract (During Local Training)**
* **W-9 (During Local Training)**
* **BCI Criminal Background Check. If you have been out of the state of Ohio for the past 5 years, FBI Background check required.**
* **Resume**
* **Transcripts**
* **Summer Youth Employment process (will inform when website is available)**

**Junior Servant Leaders**

* **Application**
* **Signed Contract (During Local Training)**
* **W-9 (During Local Training)**
* **Work Permit (15 year olds)**
* **Internship paperwork from your school for community service hours**
* **Letter recommendation from a school official**
* **Summer Youth Employment process (will inform when website is available)**

**Please fill out the application below and email it to** [**cdfsskh2004@gmail.com**](mailto:cdfsskh2004@gmail.com) **Please return the BCI form along with a receipt as proof a BCI is being obtained.**

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AI-generated content may be incorrect.**CHILDREN’S DEFENSE FUND FREEDOM SCHOOLS® PROGRAM**

**SERVANT/JUNIOR LEADER INTERN APPLICATION**

***Please attach a current resume to this application.***

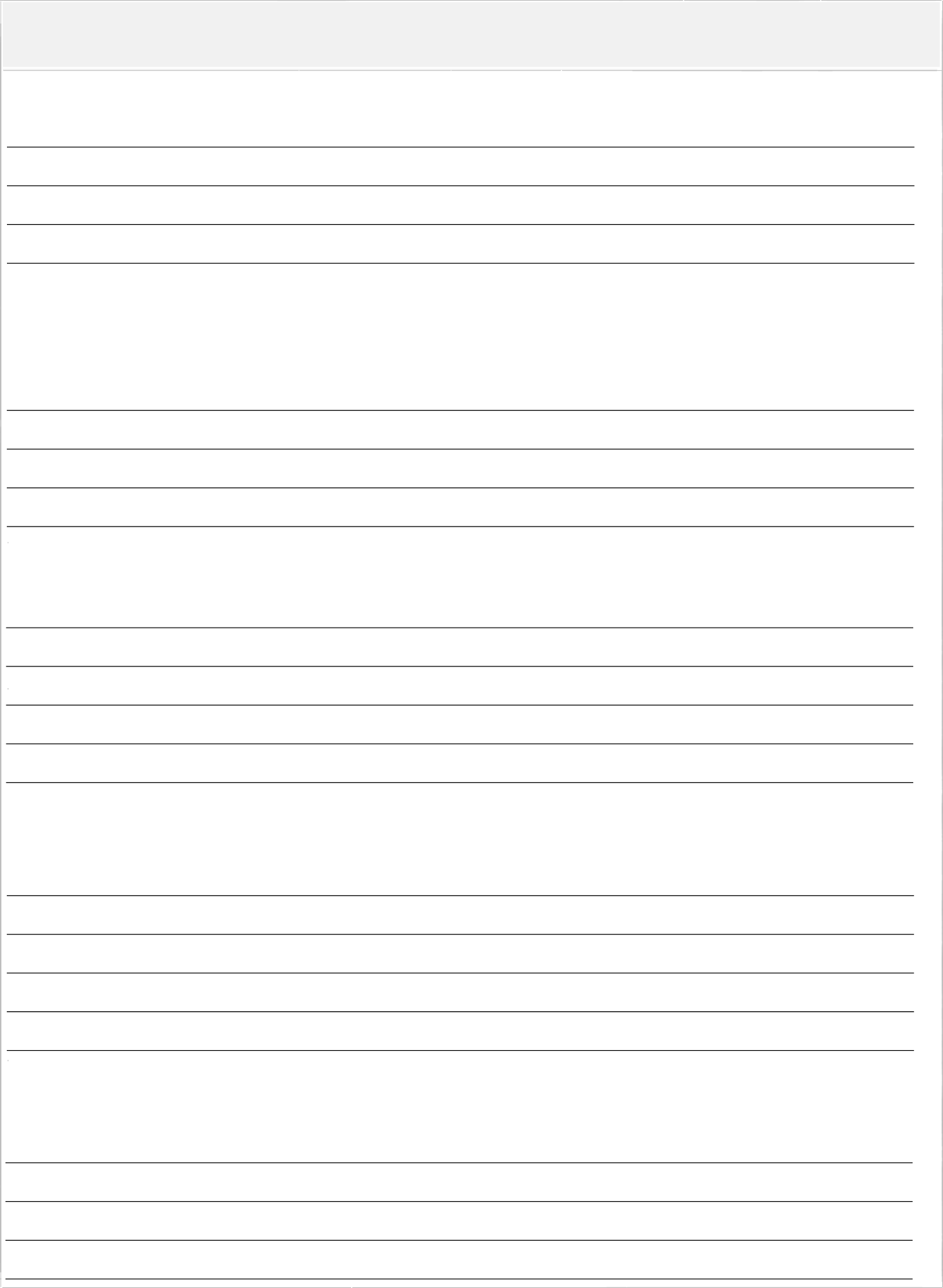
|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Today’s Date: | | | | | |
| **SPONSOR INFORMATION** | | | | | |
| Sponsor Organization: | | | | Site Name: | |
| **PERSONAL INFORMATION** | | | | | |
| Last Name: | First: | Middle: |  | Birth Date: | Age: |
|  |  |  |  | / / |
| Gender Identity: Preferred Pronouns:   * Female  She * Male  He * Non-binary  They * Decline to state  Other * Other | | | | Race/Ethnicity (check all that apply): | |
| * American Indian or Alaska Native * Native Hawaiian or Pacific Islander * Asian * Black or African American * Hispanic/ Latino * White * Other | |
| Email Address: Alternate Email Address: | | | | | |
| Current Street Address: City: State: ZIP Code: | | | | | |
| Home Phone Number: Cell Phone Number: Permanent Phone Number: | | | | | |
| Permanent Street Address (If different from above): City: State: ZIP Code: | | | | | |
| How did you find out about this service opportunity? | | | | | |
| Are you a Returning Servant Leader Intern? | | If yes, how many summers have you served as a Servant Leader Intern in the *CDF Freedom Schools* program? | | | |
| * Yes | * No |
| Were you enrolled in the *CDF Freedom* If yes, how many years did you attend *CDF Schools* Program as a student? *Freedom Schools*?   * Yes  No | | | | | |
| Do you current live or have you ever lived in the community where this *CDF Freedom Schools* site is located?   * Yes  No | | | Are you a registered voter?   * Yes  No | | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SCHOOL AND WORK INFORMATION** | | | | | | | | | |
| Current education level (check all that apply):  **Type of Degree Program**  2-year Associates (or equivalent)  4-year Bachelors  Masters Terminal (Ph. D., J.D., M.D., or equivalent) | | | |  |  | |  | List any additional certifications: | |
| **Pursuing** | **Earned** | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
|  |  | |  | |
| Name of Undergraduate or 2-year Institution: | | | | Current year in school:   * Freshman * Sophomore * Junior | | | Major/ Degree:  GPA: | | |
| City: | State: | ZIP Code: | * Senior | | |  | |  | |
| Name of Graduate Institution: | | | | Current year in school: | | | Major/ Degree: | | |
|  | | | | * First | | |  | | |
|  | | | |  | | |  | | |
|  | | | | * Second | | |  | | |
|  | | | | * Third | | | GPA: | | |
| City: State: ZIP Code: | | | | * Fourth or Higher | | |  | | |
| Have you taken any education or child development courses in college?  Yes  No  If yes, please list each education or child development course title and the semester the course was taken: | | | | | | | | | |
| Have you ever participated in any leadership development/ training courses, classes, seminars, or workshops?  Yes   * No   If yes, please list the content, date (approximate), and place of each training experience:  Are you currently employed?  Yes If yes, what is your current occupation?   * No | | | | | | | | | |
| **EMERGENCY CONTACT INFORMATION** | | | | | | | | | |
| Please list two emergency contacts. | | | | | | | | | |
| Name: | | | Relationship: | | | Primary Phone: | | | Secondary Phone: |
| 1. | | |  | | |  | | |  |
| 2. | | |  | | |  | | |  |

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**EMERGENCY CONTACT INFORMATION**

**ADDITIONAL QUESTIONS**

*You may attach an additional paper if necessary.*

Please explain why you are interested in serving as a Servant Leader Intern at a *CDF Freedom Schools* site.

What special skills or talents will you draw upon and incorporate into your work if selected to serve as a *CDF Freedom Schools* Servant Leader Intern?

What do you hope to gain as a result of serving at a *CDF Freedom Schools* site?

Please explain how you are able to contribue to the success of the *CDF Freedom Schools* program.

What factors, if any, will affect your ability to fully participate in program activities?

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Olde Southside Community Partnership

# CRIMINAL RECORDS CHECK PROCEDURES

Please use this form to provide employees with needed information regarding Ohio Bureau of Identification and Investigation (BCII) and Federal Bureau of Investigation (FBI) criminal records checks. Failure to follow the requirements of rules 5101:2-12-26 or 5101:2-13-26 of the Administrative Code will result in the delay or rejection of criminal records checks and additional time and expense to have the checks completed again.

Please place this form in the employee's file once the criminal records check has been requested.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Administrators: Before sending an employee to a WebCheck location please contact that agency and determine the following:** | | | | | | |
| Hours when agency conducts fingerprint checks | | | | Appointment time *(if applicable)* | | |
| Cost | | | | Payment methods/ Checks made payable To | | |
| Documents required | | | |
| Address *(and directions if needed)* | | | | | | |
| Information regarding WebCheck addresses and telephone numbers may be found at:  [**www.w**ebcheck.ag.state.oh.us](http://www.webcheck.ag.state.oh.us/) and click on "WebCheck ® Community Listing." | | | | | | |
| **Information for the WebCheck Agency**  **To be completed by the child care program administrator or designee** | | | | | | |
| Type of records check that is requested *(check one or both)*  BCII FBI | | | | | | |
| Reason for BCII criminal records check: Care, custody or control of children | | | | | | |
| Reason for FBI criminal records check: 5104.012 and 5104.013 | | | | | | |
| **Please Note:** The criminal records check results must be returned directly to the administrator or the child care program. Results that are returned to the employee will not be accepted. | | | | **Mail To Address** *(must be the address of the administrator or child care program)*  **Southside Kingdom of Hope, Inc.**  **c/o Lisa L Palmer 203 Old Bay, Dr. Pataskala, OH 43062** | | |
| Signature of WebCheck staff member verifying that the request has been electronically submitted | | | | | | Date |
| **The results of the criminal record check(s) must be on file at the child care program within 30 days of hire. Until these results are received, reviewed and approved by the administrator, the employee may not be left alone with a child or group of children.** | | | | | | |
| **Administrators: If BCII and FBI results are not on file within 30 days you must contact BCII to determine the status of the request. At least every 30 days until the results are received, you must follow up with BCII to determine the status. This information must be documented below. Contact a BCII representative at (1-877-224-0043 or 740-845- 2375)** | | | | | | |
| Date Request Submitted | Date Results Received | Date BCII Contacted | Name of Contact Person | | Status of Request  (dates of contact and comments) | |
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| If the final criminal records check results have not been received within 120 days, fingerprints must be resubmitted for processing. | | | | | | |

This is a sample form that may be used to meet the requirements of 5101:2-12-26 and 5101:2-13-26.