



TO: Interested High School and College age students
FROM: Lisa L. Palmer, Executive Director
Re: Junior Servant Leader Intern Information
Date: May 202331,

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 16th 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 12 and the program begins Wednesday June 14. Hours of operation are Monday-Friday from 8:30-4:00. Junior Leaders will work from 9:00-3:30. 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.

All Junior Servant Leaders will be **compensated at the end of the internship**. Compensation is based on experience and age and amounts will be discussed during the training process. Local training begins June 12 and the program begins Wednesday June 14. Hours of operation are Monday-Friday from 8:30-4:00. Junior Leaders will work from 9:00-3:30. Junior Leaders must be at least 15 years old and possess a work permit. 16 and 17 year old minors are not required to obtain work permits, provided that the employer maintains proof of age and a signed statement from their parent or guardian consenting to their proposed employment. Work permits can be obtained through your child's school district. BCI checks are required for all contractees 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
Executive Director

Attachments:
Job descriptions
Local Training Schedule
Application
BCI Background Check Form

203 Old Bay Dr.
Pataskala, Oh 43062
614-657-4083
cdfsskh2004@gmail.com
Osscp.org



Children's Defense Fund Freedom Schools® Junior Servant Leader Position Description

Title: Junior Servant Leader

Organization: Olde Southside Community Partnership-Southside Kingdom of Hope Freedom School

☐ Summer Intern

Nature and Scope

The CDF Freedom Schools® program 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 13 for 8 week.

Responsibilities

- Assist with delivery of the Integrated Reading Curriculum to a class of students for 8 weeks during the summer months, according to the standards developed by the Children's Defense Fund and the local program sponsor.
- Assist with set-up and breakdown of his/her classroom space, including securing and organizing the appropriate materials.
- Collaborate with staff to establish and maintain a supportive and structured environment for the children entrusted to their care.
- Serve as a *Harambee!* leader each day of program operation.
- Develop afternoon activities (group games, arts/crafts, structured board games etc.)
- Provide leadership with special events; chaperone field trips
- Participate fully in the June Local Training from June 13- June 14, 2019

Qualifications

- Solid commitment to children's advocacy and enthusiasm for the *Children's Defense Fund Freedom Schools* program
- 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
- Willingness to strive for excellence in all areas
- Ability to think critically and analytically
- Exhibit positive attitude; model a mature and professional demeanor
- Excellent written and verbal skills
- Strong interpersonal skills and commitment to the character, humility and servant leadership ethics of Ella Baker

Code of Conduct

Interns must also remember that they are role models and should exhibit a level of moral excellence to include, speech, dress and attitude.

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.

Please fill out the application below and email it to cdfsskh2004@gmail.com

Please return the BCI form along with a receipt as proof a BCI is being obtained.

Local training



Local training will be held June 12-13

**Marion Franklin Community Center
2801 Lockbourne Rd**

Training time To Be Announced

6/12

- 1. The CDF Freedom Way-History**
- 2. Orientation to the building**
- 3. Moving stuff from storage**
- 4. Class Management (refer to Class management document)**

6/13

- 1. Effective communication**
- 2. Discipline Plan**
- 3. Practice Harambee**
- 4. Practice Class management and curriculum delivery**
- 5. Prepare Room**

SERVANT/JUNIOR LEADER 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)



CHILDREN'S DEFENSE FUND FREEDOM SCHOOLS® PROGRAM

JUNIOR SERVANT 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:	Race/Ethnicity (check all that apply):	
<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Non-binary <input type="checkbox"/> Decline to state <input type="checkbox"/> Other _____		<input type="checkbox"/> She <input type="checkbox"/> He <input type="checkbox"/> They <input type="checkbox"/> Other _____	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic/ Latino <input type="checkbox"/> White <input type="checkbox"/> 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 <i>CDF Freedom Schools</i> program?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		_____		
Were you enrolled in the <i>CDF Freedom Schools</i> Program as a student?		If yes, how many years did you attend <i>CDF Freedom Schools</i> ?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		_____		
Do you current live or have you ever lived in the community where this <i>CDF Freedom Schools</i> site is located?			Are you a registered voter?	
<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No	

SCHOOL AND WORK INFORMATION																		
Current education level (check all that apply): <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: left; width: 40%;">Type of Degree Program</th> <th style="text-align: center; width: 10%;">Pursuing</th> <th style="text-align: center; width: 10%;">Earned</th> </tr> </thead> <tbody> <tr> <td>2-year Associates (or equivalent)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>4-year Bachelors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Masters</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Terminal (Ph. D., J.D., M.D., or equivalent)</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>			Type of Degree Program	Pursuing	Earned	2-year Associates (or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>	4-year Bachelors	<input type="checkbox"/>	<input type="checkbox"/>	Masters	<input type="checkbox"/>	<input type="checkbox"/>	Terminal (Ph. D., J.D., M.D., or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>	List any additional certifications: <hr/> <hr/> <hr/>
Type of Degree Program	Pursuing	Earned																
2-year Associates (or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>																
4-year Bachelors	<input type="checkbox"/>	<input type="checkbox"/>																
Masters	<input type="checkbox"/>	<input type="checkbox"/>																
Terminal (Ph. D., J.D., M.D., or equivalent)	<input type="checkbox"/>	<input type="checkbox"/>																
<table style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> Name of Undergraduate or 2-year Institution: <hr/> <hr/> </td> <td style="width: 33%; vertical-align: top;"> Current year in school: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior </td> <td style="width: 33%; vertical-align: top;"> Major/ Degree: <hr/> GPA: <hr/> </td> </tr> <tr> <td> City: State: ZIP Code: </td> <td></td> <td></td> </tr> </table>				Name of Undergraduate or 2-year Institution: <hr/> <hr/>	Current year in school: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	Major/ Degree: <hr/> GPA: <hr/>	City: State: ZIP Code:											
Name of Undergraduate or 2-year Institution: <hr/> <hr/>	Current year in school: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior	Major/ Degree: <hr/> GPA: <hr/>																
City: State: ZIP Code:																		
<table style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> Name of Graduate Institution: <hr/> <hr/> </td> <td style="width: 33%; vertical-align: top;"> Current year in school: <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth or Higher </td> <td style="width: 33%; vertical-align: top;"> Major/ Degree: <hr/> GPA: <hr/> </td> </tr> <tr> <td> City: State: ZIP Code: </td> <td></td> <td></td> </tr> </table>				Name of Graduate Institution: <hr/> <hr/>	Current year in school: <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth or Higher	Major/ Degree: <hr/> GPA: <hr/>	City: State: ZIP Code:											
Name of Graduate Institution: <hr/> <hr/>	Current year in school: <input type="checkbox"/> First <input type="checkbox"/> Second <input type="checkbox"/> Third <input type="checkbox"/> Fourth or Higher	Major/ Degree: <hr/> GPA: <hr/>																
City: State: ZIP Code:																		
Have you taken any education or child development courses in college? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list each education or child development course title and the semester the course was taken: <hr/> <hr/> <hr/>																		
Have you ever participated in any leadership development/ training courses, classes, seminars, or workshops? <input type="checkbox"/> Yes <div style="text-align: right;"><input type="checkbox"/> No</div> If yes, please list the content, date (approximate), and place of each training experience: <hr/> <hr/> <hr/>																		
<table style="width: 100%;"> <tr> <td style="width: 30%;"> Are you currently employed? <input type="checkbox"/> Yes <div style="text-align: right;"><input type="checkbox"/> No</div> </td> <td style="width: 70%;"> If yes, what is your current occupation? <hr/> </td> </tr> </table>				Are you currently employed? <input type="checkbox"/> Yes <div style="text-align: right;"><input type="checkbox"/> No</div>	If yes, what is your current occupation? <hr/>													
Are you currently employed? <input type="checkbox"/> Yes <div style="text-align: right;"><input type="checkbox"/> No</div>	If yes, what is your current occupation? <hr/>																	
EMERGENCY CONTACT INFORMATION																		
Please list two emergency contacts.																		
Name:	Relationship:	Primary Phone:	Secondary Phone:															
1.																		
2.																		

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 contribute to the success of the *CDF Freedom Schools* program.

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

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 <i>(if applicable)</i>		
Cost		Payment methods/ Checks made payable To		
Documents required				
Address <i>(and directions if needed)</i>				
Information regarding WebCheck addresses and telephone numbers may be found at: 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 <i>(check one or both)</i>		<input checked="checked" type="checkbox"/> BCII <input type="checkbox"/> 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 <u>directly to the administrator or the child care program</u> . Results that are returned to the employee will not be accepted.		Mail To Address <i>(must be the address of the administrator or child care program)</i> 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 <i>(dates of contact and comments)</i>
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.