



# Internship Application Form



*The City of Highland is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation or national origin is prohibited.*

*In order to be considered for an internship, you must submit a signed and completed application form along with a cover letter and resume.*

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

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

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

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

Dates available to perform internship: \_\_\_\_\_

School Attending: \_\_\_\_\_

Degree Seeking: \_\_\_\_\_

Academic Honors: \_\_\_\_\_

Organizations and Activities: \_\_\_\_\_

Activities relevant to the position applied for: \_\_\_\_\_

Why do you want to be an intern for the HYEP? \_\_\_\_\_

*I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal. I certify that I have read the job description, qualifications, and requirements for the position applied for.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Youth Mentor Intern for the Highland Youth Entrepreneurship Program (HYEP)

**Job Title:** Youth Mentor Intern for the Highland Youth Entrepreneurship Program (HYEP)

Organization Name: City of Highland

Contact: Kathleen Mulcrone, Business Recruitment & Retention Coordinator

Number of Openings: 4

Hours/Days per Week: Flexible

Compensation: Unpaid/School credit

Work Location: City of Highland, IL City Hall

Suggested starting date: May 20

Suggested ending date: August 10

### Employer Information

Organization Name: City of Highland

Employer Category: Municipal Government

Address: 1115 Broadway, Highland, IL 62249

Phone: (618) 654-9891 ext. 488

### Position Description:

The City of Highland is seeking outgoing, creative and enthusiastic individuals to work with high school students in the City's summer business mentoring competition: the Highland Youth Entrepreneurship Program (HYEP). The program is geared towards: engaging high school students in positive activities, broadening their exposure to business, while providing them with the tools to become contributing members of their communities. Interns will work with City program directors to foster the development and growth of 9-12<sup>th</sup> grade youth; making them feel well-supported in their planning and organizing a business and act as a mentor and positive role model during the competition. This is a unique internship which offers the opportunity to see a project/competition from beginning to end. Interns may also be asked to assist with the Highland Entrepreneurship Program (HEP) via conducting online research and maintaining social media sites (updating Facebook, Twitter, LinkedIn, etc).

### About the Highland Youth Entrepreneurship Program Summer Competition:

The HYEP is a 10-week summer program designed to provide high school students with the opportunity to create, plan, launch, and operate a business enterprise. With the help of a college intern (Project Manager) and HYEP mentors, teams of 4-5 students will work on business concepts. HYEP Mentors and the Project Manager will assist the teams through a 4-week business planning process. Students will have the chance to develop a product or service, plan operations, project financial statements, market the business, etc. Once the business

planning process is complete, the team will launch their business July 1. Each team will operate their business enterprise until the mid-August deadline. The Business Project Team that achieves the highest net profit is declared the competition's winner and will receive scholarship funds.

#### **Desired Qualifications and Characteristics**

- Excellent communication skills
- Must possess a nonjudgmental attitude
- Strong teamwork and problem solving skills
- Highly motivated, reliable and flexible
- Organized with attention to detail
- Ability to work independently
- Strong desire to help people and enthusiasm for working with youth
- Experience working with youth, specifically in the context of educational and/or social programs is highly desirable
- Strong computer skills particularly in MS Office applications

#### **Responsibilities**

- Participate in all staff meetings and discussions
- Assist with HYEP event planning
- Conduct regular follow-ups to ensure youth are on-track and making appropriate decisions in order to achieve their goals
- Mentor students by acting as a positive role model/leader by providing support and guidance
- Facilitate, lead, and supervise all weekly HYEP student team meetings
- Balance leadership roles by building a team mentality and delegating responsibilities
- Provide logistical planning support to HYEP team
- Assist participating HEP entrepreneurs with their online presence via social media sites such as: Facebook, Twitter, LinkedIn, blog accounts, and other media accounts.
- Assist participating HEP entrepreneurs with online research
- Assist HYEP directors and Business Recruitment & Retention Coordinator with other responsibilities as assigned

#### **How to Apply**

If you are interested in applying for this internship, please send your resume and cover letter to Kathleen Mulcrone, [kmulcrone@highlandil.gov](mailto:kmulcrone@highlandil.gov), no later than April 12, 2013.