



2024 Teen Intern Program Application

The **Teen Intern Program** at the Center for the Creative Arts is an excellent way for young people to learn about art instruction first hand and to gain valuable volunteer and leadership experience. While there are many opportunities for teens to get involved with CCArts throughout the year, the Teen Intern Program runs mainly in conjunction with our Visual & Performing Arts Camps, which features eleven weeks of arts classes for children.

Interns are an essential part of the summer camp experience, providing valuable assistance to our teaching artists and being positive role models for younger students. In exchange for their volunteer time, CCArts interns get to explore their creative talents and social skills by working side by side with professional instructors from a variety of backgrounds and artistic mediums.

Interns must be 15 years of age at the time the internship begins.

In addition, our volunteers also receive special benefits, including credits towards membership and classes at CCArts. We are also happy to provide certification and recommendation letters for schools, special programs and scholarship foundations.

Completed applications including Non-family member letter of recommendation and personal statement can be emailed (jhartz@ccarts.org), mailed (P.O. Box 146, 1149 Yorklyn Rd, Yorklyn, DE 19736) or dropped off at CCArts main office (410 Upper Snuff Mill Row, Yorklyn, DE 19736). Keep in mind, availability of specific weeks is based on first come, first served. Your application does not guarantee placement.

Application Deadline is May 1, 2024

Name of Intern: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email: _____

Age of Intern: _____ Adult T-Shirt Size: S M L XL

Please plan to attend attend the intern orientation and training session before camps begin. Will you be able to attend intern training on Friday, 6/7 (Time: 4:30pm)? YES NO

Does Intern have any allergies or medical conditions the staff needs to be aware of ? If so, please explain here:



QUESTIONS?
Contact Jennifer Hartz, for more information
at (302) 239-2434, or email jhartz@ccarts.org.



Please check the boxes of the times and corresponding weeks you are available and want to intern at CCARTs:

Camp Week #	Dates	Before Care 8-9am	AM Session 9-11:30am	PM Session 12:30-3pm	Aftercare 3-5:30pm
1	June 10-14				
2	June 17-21 (No camp 6/19)				
3	June 24-28				
4	July 1-3 (No camp 7/4 or 7/5)				
5	July 8-12				
6	July 15-19				
7	July 22-26				
8	July 29-Aug 2				
9	August 5-9				
10	August 12-16				
11	August 19-23				

Please indicate the max amount of weeks you were prefer to intern: _____

If no number is written above, we will assume you are available to be assigned to all indicated in the table above.

Specific Interests: _____

We do our best to accommodate as many weeks as you request to help, but appreciate your understanding if we can't fit you in all the times you are available. Please do not sign up for weeks you are unsure of or aren't available. We may have turn down interns based on our needs and its unfair to others if you sign up and cancel. Thank you for your understanding.

Below are the guidelines and policies which will be reviewed in greater detail at our teen intern orientation. Please review and sign the following:

As a teen intern,

- I will be prompt to the camp I am interning for and arrive at least 10 mins before the camp starts.
- I will come prepared to help with the assigned camp, however needed.
- I will follow all CCARTs health and safety guidelines (CCARTs follows all CDC and State of Delaware guidelines for COVID. The health and safety of our community is our top priority. We will cover guidelines in training.)
- I will make sure to call a member of the Camp Staff, should I be running late or unable to come due to an illness or family emergency.
- I will only sign up for weeks I am available, to give other interns an equal opportunity at their first choice.
- I will dress appropriately, as if I were going to school; keeping in mind that I am interning for children as young as 4 years old.
- I understand that I am interning at an ART based camp, therefore I will only wear clothes that I wouldn't mind getting a little messy, OR wear a smock or T-shirt over it to protect my clothes.
- I will not speak or use inappropriate language including but not limited to; cursing, conversations that are inappropriate for young children to hear, disrespectful remarks toward staff, instructors, children or other Interns; be sure any confidential information shared with you will be kept confidential.
- I will report any problems I am having with my instructor, specific children or staff with a member of the Camp Staff (we will discuss in much more detail in training)
- I will do my best to act polite and courteous to Instructors, students, staff and children's parents.
- I understand I may be removed from the program if I do not follow the above guidelines.

Intern Signature: _____

Acknowledges that my parent and I read and understood the policies and guidelines included in this packet.

Parent Signature: _____