



Greetings Student,

If you are reading this, you are thinking about participating in the Internship Program at St. Vincent de Paul High School. Before you begin your application process, please take time to read this introductory information.

The Internship Program is a staff-selected body that will cultivate transferable leadership principles in SVHS students by providing professional experiences and exposure with SVHS Leadership. This is an outward-facing leadership experience designed for the most serious of student leaders and will give them frequent one-on-one mentorship with SVHS faculty, staff who are proven professionals in their fields. Typically, this group will be reserved to highly qualified seniors and juniors.

This is a position that comes with a great deal of privileges: exposure to the inner workings of the school, one-on-one interaction with SVHS faculty and administration, meaningful responsibility, and pre-professional experience that will transfer beyond your time as a student. So too, this is a position that comes with a great deal of responsibility. You will be held to the highest of standards of both personal and academic conduct. You will be an image of what it means to be a student of the school. Because you will be representing us to the outside world, we will expect much from you. If you are up for the challenge, read on.

Selection Process

Interns are selected by a panel of faculty, administrators, and staff of the school. Interns are selected based on leadership potential and relevant experience as expressed through a rigorous application and interview process. During their application, intern-applicants will select the person from whom they wish to receive mentorship and experience from one of these people: Mr. O'Smith (Campus Ministry), Mrs. Pedersen (Two Interns: Admissions and Marketing), Mrs. Heather Campbell (Athletics), Mrs. Kropelnicki (College Admissions), Mr. Bowman (Event Technology) and Mrs. Falvey (Advancement and Scholarships).

Specific obligations and tasks will be discussed between those selected and their mentors. General duties applying to all interns include:

- Presence and participation in a quarterly luncheon and debrief
- Minimum bi-weekly meeting with intern mentor.
- 1-2 summer planning meeting(s)
- Average of 1-2 hours of duties per week with the exceptions during particular events of the year.



Requirements of all applicants

- Minimum 2.75 unweighted GPA by the end of 2022 Fall Semester. Must maintain a minimum 2.75 GPA throughout the internship.
- 1 academic year commitment

Volunteer Hours allocation

- Intern hours spent during school time – no service hours available
- Intern hours spent outside school time – support service hours available
- Vincentian hours not applicable

Application Process

All applicants for the Intern Program must submit the following to Mrs. Kropelnicki by **April 24, 2023:**

- General Information Form (see Appendix A)
- Personal Statement (see Appendix B)
- Resume of Leadership and Service Experience (see Appendix C)
- Reference from an authority figure / non-family member (see Appendix D)
- For all who submit completed applications, interviews will be scheduled for a later date.

Thank you for your willingness to participate in student leadership at St. Vincent de Paul High School. We look forward to learning more about you, and discerning with you as to where you might find the greatest challenge and the greatest joy as you develop your vocation as a leader.

Sincerely,

Mrs. Kropelnicki



APPENDIX A: GENERAL INFORMATION FORM

Student Name _____

Student Grade _____

Student Email _____

In applying for the SVHS Internship Program, student is interested in the following mentorship opportunities (please rank up to three choices):

	Advancement	Mrs. Jacquez
	Athletic Operations	Mrs. Heather Campbell
	Campus Ministry	Mr. O'Smith
	College Admissions	Mrs. Kropelnicki
	Logistics and Operations	Mrs. Falvey
	Marketing	Mrs. Pedersen
	Technology Production	Mr. Kinsel



APPENDIX B PERSONAL STATEMENT

Prompt:

For your personal statement, please compose a one-page typed written essay (350 word maximum) in which you respond to the following questions. Please do not exceed the one-page 350-word limit. Please stay on topic and cite relevant personal experience to support your claims.

Questions:

- 1) What kind of leader do you think you are?
- 2) Why are you the ideal applicant for your first-choice intern position? (What characteristics do you have that make you a good fit?)



**APPENDIX C
RESUME OF RELEVANT LEADERSHIP AND SERVICE EXPERIENCE**

Directions:

Please compile a brief resume of service, leadership, and other experiences that you think demonstrate your preparation for this position as a student leader. Please organize your accomplishments according to the following template. Please do not exceed one page.

RESUME TEMPLATE (complete on a separate page)

Name of Applicant

Email Address

SERVICE EXPERIENCE

Year of Service

Title of Service Experience

Brief Description of Service Experience

LEADERSHIP EXPERIENCE

Year of Leadership

Title of Leadership Experience

Brief Description of Leadership Experience

OTHER RELEVANT EXPERIENCE

Year of Experience

Title of Experience

Brief Description of Experience

RELEVANT AWARDS AND HONORS

Year of Award /Honor

Title of Award or Honor

Brief Description of Award or Honor

(Please complete one entry for each experience, or honor/award)



**APPENDIX D-01
REFERENCE FORM**

(All References are Confidential)

Please complete and email to Mrs. Kropelnicki at nkropelnicki@svhs-pet.org

DUE: APRIL 24, 2023

Applicant Name _____

Reference Name _____

Reference Questions: (Please indicate 1-5; 1 being negative, 5 being affirmative)

- 1) Does this student demonstrate ethical and virtuous behavior? _____
- 2) Is this student respectful to you as an authority? _____
- 3) In your opinion, is this student respectful to peers? _____
- 4) In your opinion, does this student have potential for leadership? _____
- 5) Would you be comfortable seeing this student as a leader? _____

TOTAL SCORE _____

Please provide a brief commentary as to your estimation of this applicant's readiness to serve as an intern of the school.

Reference Signature and Date _____



ADVANCEMENT INTERN JOB DESCRIPTION

Job Title: Advancement Intern

Mentor Name: Mrs. Jacquez

Job Overview:

The advancement internship will offer a great opportunity to gain experience in donor management, researching prospects, and project management. This internship will positively impact alumni and St. Vincent High Schools community outreach along with funding for school initiatives, and will directly be involved in data entry, research, event organization, and donor stewardship. While the position focuses on administrative tasks and goals, the position is developmental and a great role for gaining office experience and specific skills related to fundraising.

Responsibilities and Duties:

The Advancement Intern has the following responsibilities and duties:

- Provide administrative and clerical support.
- Research and update Alumni contact information.
- Assist in advancement annual mailings (legacy, annual appeal, alumni)
- Enter and update constituent information in the donor database.
- Work with the Logistic and Operations intern on special events related to advancement.
- Conduct research on current donors and prospects.
- Support planned giving program and creation of an online platform.
- Provide assistance updating advancement webpage and online alumni communication.

Qualifications:

The Advancement Intern should have the following skills, characteristics, and abilities:

- Specific skills
 - Strong writing and research skills.
 - Knowledge and use of Google Suites.
- Personal characteristics
 - Detail-oriented and organized.
 - Responsible and reliable.
- Abilities
 - Ability to work independently.
 - Ability to multitask.
 - Preserve confidential matters and information.

Requirements:

- Time Commitment – students will commit to an average of 1-2 hours a week with exceptions during particular events of the year.
- Minimum 2.75 overall unweighted GPA must be maintained throughout the program.



ATHLETIC OPERATIONS INTERN JOB DESCRIPTION

Job Title: Athletic Operations Intern

Mentor Name: Mrs. Heather Campbell

Job Overview:

The Athletic Operations Intern will work directly with the Director of Athletics to serve the student-athletes and coaches of Mustang Athletics. The internship will require a student with a strong work ethic, outgoing personality and self-driven. The intern may be required to work week nights and weekends and be able to lift 40lbs. The number of hours required per week are between two and four, more during football season.

Responsibilities and Duties:

Athletic Operations Intern will assist Director of Athletics/Athletic trainer with the following:

- Communicate and forward all schedules to designated individuals such as but not limited to; Director of Communications, Webmaster, Calendar Coordinator, local media and teaching staff
- Be the leader of the team that will assist with pre and post game set up and clean up.
- Game Management, assist Director and Assistant Director of Athletics in setting up and breaking down of equipment for volleyball and basketball as well as all field equipment necessary for game management. Including having knowledge of the workings of the scoreboards.
- Work with the Athletic trainer in the set up and pre-game preparations of athletes, including assisting in the per-game taping and treatments.
- Under the guidance of the Athletic Trainer helps with rehabilitation of Athletes.
- Act as Game Day Host for visiting teams. Escort visiting teams to assigned locker room and provide water and cups in the visiting and home locker room and field
- Act as Game Day host for officials: Greet officials and escort to assigned changing room and prepare rooms with water for officials
- If time allows will work Director of Summer Camps to design and format marketing material and work with coaches for camp dates

Qualifications:

- A team player who loves to help others excel
- Have an interest in Athletic training.
- Prefer someone that is not playing a fall sport (due to the need for football help)
- Personal characteristics: kind, respectful, and dedicated

Requirements:

- Time Commitment – Monday and/or Friday club days and some Saturdays
- Minimum 2.75 GPA must be maintained throughout program



CAMPUS MINISTRY INTERN JOB DESCRIPTION

Job Title: Campus Ministry Intern

Mentor Name: Mr. O'Smith

Job Overview:

The Campus Ministry intern will assist the Director of Campus Ministry with visioning and preparations for school liturgies, retreats, morning prayer, family faith events, and service-reflections. They will have an integral role in participating and then helping lead the new Kairos retreat. The intern will have an important role in creating and managing volunteer sign-ups, ministry materials, and hospitality. Based on the intern's gifts, talents, and interests, the intern may also take on leadership roles with and for their peers as a liturgical minister, retreat leader, and/or creative contributor to the spiritual environment at SVHS. A successful CM will take direction well at the beginning, then develop initiative, attention to detail, responsibility, and delight in humbly serving for the greater glory of God through Campus Ministry.

Responsibilities and Duties:

The Campus Ministry Intern has the following responsibilities and duties:

- Meet once a week w/ the Director of Campus Ministry to envision and plan campus ministry activities.
- Attend a minimum of one CM club meeting per week, during club/office hours.
- Organize printed & craft supplies for campus ministry activities (liturgies, retreats, etc).
- Recruit and equip student participants in liturgies (lectors, ushers, etc).
- Cross-train as a lector, usher, morning prayer leader, and retreat group leader.
- Attend the Kairos retreat on Oct. 19-23 or Feb. 1-4, and then serve on the Kairos team in April.
- Help maintain inventory and storage of campus ministry materials from past events.
- Join in prayer, and, if comfortable, lead prayer, at Campus Ministry meetings. Pray on your own, at dedicated times set by you, outside of meetings as well.
- Demonstrate a habit of reverence, respect, and responsibility for the spiritual character of our school and the spiritual growth of our community. Show this in words and deeds.

Qualifications:

The Campus Ministry Intern should have the following skills, characteristics, and abilities:

- Specific skills
 - *Understanding of Google-Docs*
- Personal characteristics
 - *Committed, or at least open, to journey with God in their life.*
 - *Familiar, or at least comfortable, with the Catholic religious tradition.*
 - *Organized.*
 - *Responsible and reliable, compassionate and caring*
- Abilities
 - *Comfortable reading in public.*
 - *Able to lead a small-group meeting, following an agenda.*

Requirements:

- Time Commitment – students will commit to an average of 1-2 hours a week, with exceptions during particular seasons or events of the year.
- Minimum 2.75 overall unweighted GPA must be maintained throughout the program.



COLLEGE ADMISSIONS INTERN JOB DESCRIPTION

Job Title: College Admissions Intern

Mentor Name: Mrs. Kropelnicki

Job Overview:

The College Admissions intern will assist with the marketing, social media and outward facing projects within college counseling with the goal of increasing college awareness at St. Vincent de Paul High School. The intern will be expected to dedicate about 1-2 hours a week outside of school hours to planning and implementing projects.

Responsibilities and Duties:

The College Admissions Intern has the following responsibilities and duties:

- Prior to the beginning of the 2023/2024 school year, meet with the College Counselor to plan college events, department marketing and activities for the year.
- Assist College Counselor with Monthly Newsletter.
- Plan and produce “College of the Week” slides for display monitors.
- When appropriate, greet College Representatives who visit SVHS.
- Assist with the planning and implementation of College Fairs, College Night and Parent Information Nights.
- Assist with maintenance of social media outlets and content for College Counseling.

Qualifications:

College Admissions Intern should have the following skills, characteristics, and abilities:

- Skills:
 - Understanding or willingness to learn PowerPoint and Canva.
 - Knowledge of Instagram and Facebook.
- Characteristics:
 - Be detail-oriented and organized.
 - Be responsible, punctual and reliable.
- Abilities:
 - Be willing to learn new skills and share knowledge.
 - Be comfortable speaking in public.

Requirements:

- Rising Junior student preferred
- Time Commitment – students will commit to an average of 1-2 hours a week with exceptions during particular events of the year.
- Minimum 2.75 overall unweighted GPA must be maintained throughout the program.



LOGISTICS AND OPERATIONS INTERN JOB DESCRIPTION

Job Title: Logistics and Operations Intern

Mentor Name: Mrs. Falvey

Job Overview:

The Logistics and Operations Intern will assist the Special Events & Operations Coordinator with the planning of events & logistics of the school. An intern will work closely with the Special Events & Operations Coordinator to produce events and support admin for the Operations Office.

Responsibilities and Duties:

The Logistics and Operations Intern has the following responsibilities and duties:

- Meet with the Special Events & Operations Coordinator to plan events, department goals and activities for the year.
- Assist Special Events & Operations Coordinator with monthly events.
- Plan and create images for event promotions.
- When appropriate, greet donors and benefactors who visit SVHS.
- Assist with the planning and implementation of many of the SVHS events such as; New Family Welcome Mass and Dinner, Homecoming, Care Package Night, Prom, Day On The Green, SVBTO Meetings & Baccalaureate Mass & Awards.
- Lead the events team of students.

Qualifications:

The Logistics and Operations Intern should have the following skills, characteristics, and abilities:

- Skills:
 - Understanding or willingness to learn Excel & Google Platform.
 - Presentation skills & Communication skills
- Characteristics:
 - Be detail-oriented and organized.
 - Be responsible and reliable.
- Abilities:
 - Be willing to learn new skills and share knowledge.
 - Be comfortable speaking in public.
 - Ability to work independently.

Requirements:

- Time Commitment – students will commit to an average of 1-2 hours a week with exceptions during particular events of the year.
- Minimum 2.75 overall unweighted GPA must be maintained throughout the program.



MARKETING INTERN JOB DESCRIPTION

Job Title: Marketing Intern

Mentor Name: Mrs. Pedersen

Job Overview:

The Marketing Intern will assist in researching, planning, executing marketing campaigns for external and internal audiences with the goal of increasing brand recognition and positive word of mouth sharing about St. Vincent de Paul High School. The intern will be expected to dedicate about 1-2 hours per week to these tasks outside of school hours. There may be specific community events the intern is asked to attend as a means of ensuring these goals are supported in-person.

Responsibilities and Duties:

Marketing Intern has the following responsibilities and duties:

- Research new and cost-effective ways for our brand to stay top of mind.
- Assist in creating annual planning for information releases to all audiences.
- Communicate with Staff, Students and Parents to support Marketing Campaign goals.
- Attend meetings and/or events when agreed upon to further the campaigns.
- Assist in hosting and troubleshooting events.

Qualifications:

Marketing Intern should have the following skills, characteristics, and abilities:

- Ability to positively communicate appreciation for the SVHS community consistently.
- Comfortable engaging with individuals and groups by phone/in-person/in writing.
- Self-starter who has a passion for internet research and communications.
- Interest in Graphics or Design is helpful.
- Responsible
- Punctual
- Efficient communication skills

Requirements:

- Time Commitment – students will commit to an average of 1-2 hours a week with exceptions during particular seasons or events of the year.
- Minimum 2.75 overall unweighted GPA must be maintained throughout program



TECHNOLOGY PRODUCTION INTERN JOB DESCRIPTION

Job Title: Technology Production Intern

Mentor Name: Mr. Kinsel

Job Overview:

The technology production intern will assist in setting up and running the sound system, projector and other technology equipment needed for various events throughout the school year. The intern will be expected to dedicate about 1-2 hours per week to events outside of school. The intern will also be expected to run the sound and music at assemblies and the SV fashion show/showcase.

Responsibilities and Duties:

Technology production intern has the following responsibilities and duties:

- Set up sound systems
- Supervise sound at event
- Set up projector
- Properly store and maintain a/v equipment
- Communicate with event organizers for specific needs in a timely manner
- Troubleshoot any issues that may arise at events

Qualifications:

Technology production intern should have the following skills, characteristics, and abilities:

- Basic understanding of sound systems
 - Microphones, mixing boards, speakers...
- Basic knowledge of different types of cables
 - XLR, speaker cable, HDMI etc....
- Personal characteristics
 - Responsible
 - Punctual
 - Efficient and responsive communication skills

Requirements:

- Time Commitment – students will commit to an average of 1-2 hours a week with exceptions during particular seasons or events of the year.
- Minimum 2.75 overall unweighted GPA must be maintained throughout program