



Feb. 8, 2018

Dear INTERN Applicant:

Attached is the official 2018 application for the **Servant-Leader Internship** with the Nashville Freedom School Partnership. Each intern will lead a classroom of up to 10 scholars in grades K-8, from Monday, June 11 through Friday, July 20, 2018. (You must also attend training, starting May 29.) The stipend for the summer is \$2,900—made in four payments. We do **not** provide housing, meals, insurance benefits, overtime, or unemployment insurance.

Interviews (in-person or via Skype) for internships will be based on *excellent* applications. Read the following instructions carefully.

The fully completed application, a cover letter, a current resume, two written references and a photo of yourself **must be received by email or by postal mail before Friday, March 9, 2018. Applications must be emailed to interns@nashvillefreedomschools.org or mailed only to 104 Fitzpatrick Court, Nashville, TN 37214.** “Dropped off” or incomplete applications will not be considered.

To be considered, your applications **must** reflect:

1. **COMPLETENESS:** Your completed applications must include:

- a. A one-page cover letter, explaining why you would make a good intern.
- b. The completed application, including your Social Security Number and contact information. The Social Security number allows us to conduct a **required criminal background check**. (Persons convicted for violent crimes, crimes against children or drug/alcohol charges need not apply) and arrange for payroll for interns who will be hired.)
- c. A clear photograph of you (head and shoulders is fine).
- d. Two written, professional references (professor, employer, etc.—no relatives, please.)

2. **AVAILABILITY:** **Servant-Leader Interns for Freedom School must be available and present in Nashville from May 29 through July 20—NO EXCEPTIONS.** Please do not apply if you are not able to be at school for the entire term. Missing a day of work is grounds for immediate dismissal.

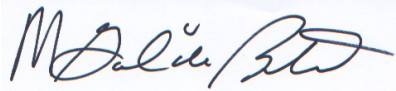
3. **READABILITY:** Please type or print clearly all four (4) pages of the application, and scan or mail them **at 100% size** to us. Emailed, PDF files are preferred. **Print clearly please.** If your file unreadable or the file can't be opened we will discard your entire application without further notice.

4. **SELF-RELIANCE:** Applicants must be ages 19-20, and enrolled in an accredited four-year college or university, or graduate school. Applications must complete, turned in, and followed up on your own.

No applications or phone calls from your parents or guardians will be accepted, and we ask that your parents/guardians refrain from calling to check on your application or to ask questions about our process. Interns are expected to work as a team of adult mentors and leaders. We want you to want to part of that team—and not because your parents are pushing you. Please submit your own applications, arrange for interviews, and handle your own business.

If you have any questions, please call me, **Garlinda Burton**, program director at 615.497.1398 or email me at the same email above. Learn more about our work at <http://nashvillefreedomsschools.org>. I look forward to talking with you.

For our children!

A handwritten signature in black ink, appearing to read "M. Garlinda Burton". The signature is written in a cursive style with a large initial "M" and a prominent flourish at the end.

M. Garlinda Burton, executive director

2018 Children's Defense Fund Freedom Schools®

Servant Leader Intern Position Description

Title: Servant Leader Intern

Date: 2018 (dates of program are May 29-July 20, 2018)

Organization: Nashville Freedom School Partnership/Children's Defense Fund

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 18 for six (6) weeks and integrate reading, conflict resolution, and social action in an activity-based curriculum to promote social, cultural, and historical awareness.

Founded in 1995 by the Children's Defense Fund, the *CDF Freedom Schools* program is a direct service initiative. CDF's Leave No Child Behind® 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.

College-age young people and recent college graduates play a key role in the *Children's Defense Fund Freedom Schools* program as Servant Leader Interns. *CDF Freedom Schools* Servant Leader Interns are responsible for the front-line care and nurturing of the children. Using the ***Integrated Reading Curriculum***, they serve as facilitators in the classroom and as leaders of parent workshops and community outreach activities.

Responsibilities

- Deliver the ***Integrated Reading Curriculum*** to a class of no more than 10 students for 6 weeks during the summer months, according to the standards developed by the Children's Defense Fund and the local program sponsor.
- Set up and break down 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.
- Serve as a leader of afternoon activities and other special events; chaperone field trips.
- Participate fully in the 7-day June National Training, typically held during the first two weeks of June.

Qualifications

- Must be between 19–30 years of age, completed at least one year of college, and have plans to complete the college degree.
- Maintain or have graduated with at least a 3.0 G.P.A.
- 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, ethnicities, family systems, communities, languages, and experiences.
- 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 the late Civil Rights activist Ella Baker.
- Must be a registered voter and pass a criminal background check.

Children's Defense Fund Freedom Schools® 2018 Servant Leader Intern Application



Sponsor Information

Sponsor Organization

Site Name

General Information

Please attach a current resume to this application.

Date

Full Name (First, Middle, Last)

____/____/____
Date of Birth

Age

____-____-____
Social Security Number

Email

Alternate Email

Current Street Address

City/State/Zip

Home Phone

Cell Phone

Fax

Permanent Address

City/State/Zip

Permanent Phone

1. How did you find out about this job opening? _____

2. Are you a returning Servant Leader Intern? (Circle) Yes No
 - If yes, how many summers have you served as a Servant Leader Intern in the CDF Freedom Schools® program (not including this summer)? _____
3. Were you ever enrolled in the *CDF Freedom Schools* program as a student participant? (Circle) Yes No
 - If yes, indicate the year(s) and the *CDF Freedom Schools* site: _____
4. Do you currently live, or have you ever lived, in the community where this *CDF Freedom Schools* site is located? (Circle) Yes No
5. Are you are a registered voter? (Circle) Yes No
 - If yes, for how long have you been registered? _____

School Information

1. **Highest Education Level Achieved:** (*check appropriate box*)
 - High School Attending 2-year college Attending 4-year college College Graduate (2-yr.)
 - College Graduate (4-yr.) Attending Graduate School Post-Graduate

2. _____
 College/University City and State

Year in School

Current Declared Major

3. _____
 College/University (if applicable) City and State

Dates Attended

Major/Degree

4. Did you take any education or child development courses in college? (Circle) Yes No

 If yes, please list each education or child development course title and the semester the course was taken.

5. Have you participated in any leadership development/training courses, classes, seminars, workshops, etc.? (Circle) Yes No

 If yes, list the content, date, and place of each training experience.

Demographic Information

1. **Gender** (Circle): Female Male

2. **Race/Ethnicity** (Optional):

- Black/African American White Hispanic/Latino Asian/Asian American
 Native American/American Indian Other _____ (please specify)

3. **Please indicate the number of individuals in your household (including yourself):** _____

4. **Income Information** (Optional): Completing this information will assist the Children's Defense Fund with research related to characteristics of Servant Leader Interns. Please check the box that matches the range of your family's yearly income:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> \$0 – 20,000 | <input type="checkbox"/> \$35,000 – 40,000 | <input type="checkbox"/> \$55,000 – 60,000 | <input type="checkbox"/> \$80,000 – 85,000 |
| <input type="checkbox"/> \$20,000 – 25,000 | <input type="checkbox"/> \$40,000 – 45,000 | <input type="checkbox"/> \$60,000 – 65,000 | <input type="checkbox"/> \$85,000 – 90,000 |
| <input type="checkbox"/> \$25,000 – 30,000 | <input type="checkbox"/> \$45,000 – 50,000 | <input type="checkbox"/> \$65,000 – 70,000 | <input type="checkbox"/> \$90,000 – 100,000 |
| <input type="checkbox"/> \$30,000 – 35,000 | <input type="checkbox"/> \$50,000 – 55,000 | <input type="checkbox"/> \$75,000 – 80,000 | <input type="checkbox"/> over \$100,000 |

Work and Volunteer Information

Please use additional sheet(s) if necessary.

1. **Please list any experiences you have had working with children.**

2. **Please list any volunteer and/or paid work you have done in your school, church, or community** (please be specific).

3. **Please describe any work you have done in the area of youth leadership development.**

4. **What knowledge have you gained from your experiences in serving your school, church, or community?**

5. Why do you want to work for the *CDF Freedom Schools* program?

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

7. What are your expectations as a result of your participation with a *CDF Freedom Schools* site?

8. Why should you be selected as a *CDF Freedom Schools* Servant Leader Intern?

9. Are there any factors that will prevent or affect your ability to fully participate in daily program activities?

Emergency Contact

1. _____
Parent/Guardian _____
Primary Phone

2. _____
Emergency Contact Person _____
Relationship

Primary Phone

Secondary Phone