



## 2017 Student Internship Program

The Craftsbury Sculling Center Student Internship Program is an educational opportunity for highly motivated high school and college students with an interest in working in an ideal setting, serving the sculling community, and increasing their own knowledge of the sport. Completion of a Craftsbury Sculling Center Student Internship is a valuable reference for job or college applications.

### Program Overview:

- The internship program is based on a work/study exchange between Craftsbury Sculling Center and the named intern. Troy Howell is the student internship program contact.
- Craftsbury Sculling Center provides an intern with housing, meals, and the opportunity to participate in selected portions of Craftsbury's Sculling Program as arranged with Troy and depending on workload.
- An intern's most critical duties include working on the dock during all program sessions to help campers carry their boats to and from the dock, launch, and return to the dock. Interns also assist the fleet manager by tying down all boats daily, cleaning boats during and between camps, and keeping the boathouse and waterfront generally tidy at all times. The scheduling of work hours will allow for participation in selected sculling sessions, lectures, and the Head of the Hosmer.
- An intern is a representative of Craftsbury Sculling Center's staff and is expected to be friendly and helpful to the Center's guests and fellow staff and conduct himself/herself in a professional manner.
- A first-time internship is for a period of two (2) weeks. A returning intern may apply for up to six (6) weeks.
- Time off for first-time interns is limited to select afternoons off. Lead interns can expect one non-weekend afternoon per week off during weeks when a weekend program is scheduled.
- First time internships are unpaid. Lead interns will receive a weekly stipend of \$100/week. Any intern is eligible to receive tips that the staff receives during the camp as well as potential work with learn to row private lessons, depending on the skills and background of the intern.
- Interns under the age of 18 must follow the same camp rules as those published for campers under the age of 18 and are expected to set a good example to all. A copy of the "Teen Rules Sign-off and Activities Waiver" will be provided for your parents to sign prior to arrival. Any misconduct will be grounds for dismissal.

## **Application Requirements:**

- Must be a high school or college student.
- Minimum age is 16 years old (under 18 requires parental permission).
- Minimum rowing experience needed: 2 seasons at the high school level, 2 seasons at the club level, or 1-year collegiate experience.
- A stay of 2-6 weeks in duration.
- Letter of recommendation from your coach or teacher.
- Letter of recommendation from a parent if under 18.

## **How to Apply:**

### **First-time interns:**

Email your application to [interns@craftsbury.com](mailto:interns@craftsbury.com). Include all the information in Parts 1, 2, and 3 below. Limit your application to 2 pages. You may include a picture, but please send only one. Please ask that your recommendations be sent to this email address also, and follow up to ensure that your application is complete – incomplete applications will not be considered, and the onus is on you to guarantee that all parts have been sent in. First-time applicants are eligible for one (1) two-week session.

### **Returning interns:**

Indicate your 2017 interest via an email to [interns@craftsbury.com](mailto:interns@craftsbury.com). Include all the information in Parts 1, 2, and the aspects of Part 3 that pertain to lead interns. Returning applicants are eligible for one 4-6 week session as “Lead Intern” or can apply for a shorter, unpaid stint as well.

### **Part 1:**

- Your Name
  - Date of Birth, Age
  - Full Address
  - Email Address
  - Telephone number
- If you are under 18:
- Your Parent’s Name
  - Full address, if different from above
  - Email Address
  - Telephone number

### **Part 2:**

- Rowing/sculling experience: include racing results.

### **Part 3:**

- List three reasons that you would like to be an intern at Craftsbury.
- Set three goals that you would like to accomplish during your internship.
- Have you attended a Craftsbury Sculling Camp in the past? If so, when?

*(continued on the next page)*

**Recommendations:** Please have your recommenders email their letter directly to [interns@craftsbury.com](mailto:interns@craftsbury.com) by the application deadline.

**Application Deadline:** Available internships will be filled by people whose applications are complete by **February 1, 2017**. Internship places are limited so early application is encouraged. Late applications will be kept on file, but are unlikely to be considered except in the event of a cancellation.

**Internship Acceptance:** Coach Howell will email acceptance announcements beginning **15 February 2017**. Note that we typically receive fifty or more applications for ten first-time internships, so if you are chosen, you were one in five, and if you are not chosen, you're in good company with 80% of all applicants whom we could not accommodate this year.