

# Catalina Island Camps Internship Program

## **Introduction:**

An intern is a person who wishes to learn more about a particular job skill through direct experience working with knowledgeable and skilled people. Interns function similarly to employees, they work regular hours, do work that often is done by paid employees and are expected to follow the same rules and regulations as employees.

Interns differ from employees in that often the internship meets the requirements of a school program, they want to learn more about a field they might not be qualified to work in yet and their pay is in the experience they gain from the internship.

## **Internships at Catalina Island Camps:**

Employees and non-employees can complete internships at Catalina Island Camps. Employees must complete internship requirements during time-off or time when they do not have specific responsibilities. Non-employee interns complete their internship requirements as part of their work assignments.

Internships are provided for the mutual benefit of the intern, the camp and the specific program to which they are assigned. The camp expects an intern to produce something of lasting value to the program, such as a program manual, guides, learning materials etc. Each intern will be assigned a staff mentor who will work with the intern to meet the internship's goals.

At the beginning of the internship, the intern will meet with the staff mentor to develop the following:

- The intern's goals
- The camp's goals (provide opportunity to explore program, contribute to CELP community, complete project etc.)
- The product to be produced
- The expected work schedule
- The meeting schedule for the intern and staff mentor

After meeting with the staff mentor, the intern will type out the answers to each item, so the staff mentor can present them to the staff supervisor for approval.

The intern will sign an internship agreement and personnel policies, agreeing to abide by the rules and regulations of the camp.

The staff mentor, in conjunction with the staff supervisor, will complete any college credit paperwork required of the internship provider.

## **Basic Schedule for CELP internship:**

The intern will work 5 days per week, up to 10 hours per day. Internships will be for no less than 4 weeks and no more than 15 weeks. Interns may complete two internships within one year. Interns have the opportunity to be paid to lead programs for recreational groups on weekends during the spring and the fall.

**Day 1**

Arrive and move into living quarters  
Meet other staff and mentor  
Tour camp and program areas

**Day 2**

Meet with staff mentor to plan internship  
Assist with daily duties of program area  
Complete internship paperwork  
Observe program in action

**Day 3**

Write out internship goals. Give to staff mentor.  
Assist with daily duties of program area  
Begin outlining internship project  
Observe program in action

**Day 4 – end**

Continue internship project  
Assist with daily duties of program area  
Teach students in activity area  
Observe or assist in other program areas  
Meet weekly with mentor to review project status

**During the week before departure**

Turn in internship project to staff mentor  
Meet with staff mentor for final review of intern project

**Day before departure**

Meet with staff mentor and staff supervisor for intern program oral debrief

**Intern benefits**

Room and board on site for the duration of the internship  
Travel costs to and from Catalina and San Pedro/Los Angeles International Airport