

First Serve Intern Summer 2023

Summary:

First Serve is an Outreach Mission sponsored by First Congregational Church of Hudson. Its primary mission is to build relationships with communities of different cultural, religious, and socio-economic backgrounds in the Akron area. These relationships are developed and enhanced through accomplishing a variety of service activities in the North Hill Area of Akron.

First Serve Interns will be responsible for assisting the First Serve Intern Supervisor and the First Serve Co-Directors in the planning, organizing, and executing First Serve projects and activities. Internships normally run from mid-June through mid-August and the weekend of the Day of Service, September 10th - 12th. A stipend of \$2,000.00 is provided.

Duties:

1. Working approximately 24 hours/week from 9am-3pm. This will include some Saturdays. Locations include North HS, First Congregational Church of Hudson, other locations in the North Hill neighborhoods.
2. Accompany FS Intern Supervisor to project sites to meet with project organizers to help gather project plans and details.
3. Place orders for project items, deliver items to project destinations as needed.
4. Complete daily projects under the direction of the FS Intern Supervisor.
5. Assist FS Intern Supervisor in writing project statements, press releases, thank you letters, and creating posters and other advertising material.
6. Will be asked to work the weekend of the Day of Service, September 10th-11th.

Qualifications:

1. First Serve Interns are High School Students who have completed at least one year of High School and may serve as an intern ending with the summer following HS graduation.
2. Prefer to have access to a reliable and safe vehicle.
3. Prefer to have a valid Ohio driver's license.
4. Have previous volunteer experience.
5. Able to be trusted with confidential matters.
6. Able to work well as a team player and take on responsibilities.
7. Has basic computer skills in the area of word processing and spreadsheets.

Interested?

Email the attached application to Kris Stoehr, Co-Director of First Serve at kstoehr@hudsonucc.org

Additional Information - First Serve Interns

1. Who should I contact if I have a question or concern?

- a) Sue Wimer 440-655-3732 swimer@hudsonucc.org
- b) Kris Stoehr 330-931-8566 kstoehr@hudsonucc.org

2. What do I do if I am going out of town and will miss work?

- a) At the start of the internship let FS Intern Supervisor know of any dates that you know you will not be able to be at work.
- b) Family schedules and plans change. Please let the directors know as soon as possible if you will not be at work.

3. Do I need a car?

No, but it is helpful if one of the interns is able to drive to project locations or to run errands to assist Intern Supervisor and Directors.

4. What about lunch?

Lunch and water will be provided.

5. Safety

- a) For the most part, interns will accompany the FS Intern Supervisor to project sites or to meetings with community leaders.
- b) Once relationships are established and community/organization leaders are expecting them, Interns may work at or drop off items at project sites.
- c) Interns must be aware of their surroundings at all times. If they do not feel safe in a situation, they need to leave and contact one of the directors immediately.
- d) CDC COVID-19 protocols will be adhered to at all times.

6. Paperwork

- a) Meet with Diana Finkes in church finance office to fill out employment forms.
- b) Pay checks will be issued bi-weekly.

Expectations:

1. Interns will consider this their job priority. Any other summer job will have to occur outside the established days and times. Work schedules will be provided at least 2 weeks in advance.
2. Interns are being paid, and not just volunteering. You are considered church employees, thus held to a higher standard of responsibility.
3. If working at a project site with volunteers, interns are to engage with everyone and not “hang out” with a friend or small group of friends.
4. Appropriate dress: If at all possible, wear a First Serve T-shirt, jeans or shorts. At project sites, please wear closed-toed shoes.
5. Be an active listener when working with others. Being able to listen in such a way will help establish trust, build relationships, and ensure we are interacting compassionately.