

#### **Mane Stream Mission**

Our mission is to improve the quality of life for individuals with physical, developmental, emotional and medical challenges through a diverse program of equine assisted activities, therapy services, and educational initiatives.

# **Unpaid Summer Camp Internship Overview**

Mane Stream loves to work with motivated and enthusiastic college, graduate school, career change and international volunteers. On occasion we accept mature high school seniors. Mane Stream provides a chance for you to personally develop and explore career possibilities.

<u>Time Frame & Commitment:</u> Commitments typically last one to four months on a part-time basis. Flexible in regards to the different time constraints based on the individual and their needs.

**The Ideal Person:** We require a person who is flexible, self-motivated, mature with the desire to work with children of ALL abilities. Interns must have good time management skills and take direction well. They should be able to work in an open office environment with supportive supervision. Those interns who are able to see a challenge or opportunity and jump in with a solution without being asked will be a huge asset to Mane Stream. We pride ourselves on team work, adaptability and using the resources available at our disposal to make each task meet standards and expectations.

### **EXPECTATIONS**

Time spent at Mane Stream will provide academic learning, career development, skill development and personal development in exchange for helping Mane Stream to accomplish projects, all while engaging in the community with enthusiasm and presenting new ideas into our program settings.

- This is an **unpaid** position.
- Housing accommodations are NOT provided.
- Commitment of 15-25 hours a week for at least 4 weeks. The length of term is based on your needs and Mane Stream's needs. (Camp Hrs. M-F 8am 1pm)
- Schedule is to be arranged with supervisor.
- This term can be completed for college credit.
- To know and support Mane Stream's mission.
- Adherence to Policies and Procedures as stated in Mane Stream's Program Operations Manual.
- Represent Mane Stream in a positive, supportive, respectful and professional manner always.

## **SKILLS & TASKS**

**Prerequisite Skills:** Desire to work with children of ALL ability levels. Equestrian experience in riding and/or care and maintenance a plus **but not necessary**. Creativity, Active, and self-motivated.

Acceptable Tasks: Be present at morning meetings of staff and campers, review safety policies for camp, create lesson plans, organize camp supplies, create activities/crafts for varies ages and abilities based on available camp supplies, request donations of supplies from local businesses, promote camp participation of all campers, supervise campers and volunteers (with guidance from the Camp Director & Activities Specialist), photograph campers during their lessons and activities, and attend volunteer camp trainings. Additional opportunities depending on experience: photo editing/printing, social media, conducting interviews, and writing articles.

### APPLY FOR AN UNPAID INTERNSHIP POSITION

### STEP 1

Submit your cover letter, resume, references, the Internship Application and other required documentation and course requirements if applicable. (submit to the Volunteer Coordinator at <a href="mailto:volunteer@manestreamnj.org">volunteer@manestreamnj.org</a>)

# STEP 2

Complete a Mane Stream's online Volunteer Registration

#### STEP 3

Attend an Online Volunteer Orientation (Every other Wednesday @ 3:30pm)

Complete a Hands-On Training Session (dates TBD)

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If you are interested in learning more about the industry and don't quite fit into our categories, please feel free to talk with us about the possibility of arranging a job shadowing experience or volunteering.

# **Have Questions?**

Contact our Volunteer Coordinator volunteer@manestreamnj.org,