



20301 NE 108th Street, Redmond, WA 98053-7499  
P. 425.868.1000 | F. 425.868.6770  
[www.overlake.org](http://www.overlake.org)

## Summer Program Intern Position Description

The Overlake School seeks qualified applicants for the position of Summer Program Intern for Summer 2022. To learn more about Overlake's Summer Program, please review the program philosophy and offerings ([www.overlake.org/summer](http://www.overlake.org/summer)).

### Position Overview:

Summer Program Interns will support summer faculty and counselors in facilitating pre-designed, hands-on summer camps at The Overlake School. Interns are expected to communicate, motivate, and interact with youth in a positive manner during camp and activity time. Interns will also design and lead activity time, supervise lunch, and collaborate with the other counselors and interns to create a fun and inclusive atmosphere for campers. Interns work with other interns and counselors to support the day-to-day operation of the program. They are a valuable part of the summer community, and their flexibility and attitude is essential to creating a fun learning environment.

### Successful candidates must:

- Believe in the critical importance of diversity in the life of a school
- Have a background or interest in youth development and have the ability to motivate youth
- Possess strong interpersonal and communication skills; have a professional presence
- Collaborate effectively with counselors, teachers, and program administrators
- Be a team player able to take direction
- Demonstrate strong organizational skills and customer relations skills
- Provide a welcoming attitude to students at the start and end of each day
- Be flexible and adaptive to the variety of tasks and challenges that come up each day

### Details for the Applicant:

- This is an unpaid position
- Interns earn service hours for their contribution to the Overlake Summer Program

### Requirements and Qualifications:

- Applicants must be current 9<sup>th</sup> or 10<sup>th</sup> graders at Overlake
- Applicants must pass a State and National Background Check
- Applicants must be available to work either Session A (June 21-July 8) or Session B (July 11-July 29) half-day. Given the framework we are using due to COVID-19, counselors are required to work the first three weeks, the final three weeks, or all six weeks. Individuals who are not able to commit to at least one of those consecutive three-week sessions are not eligible to apply.
- Interns will work half-days (8:15-12:15 or 12:45-4:15).
- Accepted interns are required to complete the training program that will take place before the summer begins. The program will involve training on counselor expectations and the health and safety protocols we will utilize surrounding COVID-19. Some of the program can

be done asynchronously and part of it will include a full-day training experience the week before each session begins. All applicants must attend the training session on Wednesday, June 15, regardless of your session start date.

### **Additional Information Related to COVID-19:**

Overlake is preparing to run its Summer Program in person, and interns will be part of the adult community that creates a safe and inclusive environment for students. Interns will be required to follow all health and safety protocols related to COVID-19 to ensure the health and safety of all summer community members. This means that interns are required to follow [Overlake's policies for participating in on-campus summer activities](#), which includes expectations surrounding health screenings, sanitation and health procedures, and travel restrictions. The specific requirements will be updated throughout the spring in light of updated information from public health officials and Overlake's Health and Safety Team. In the weeks before the summer begins, interns will sign a contract and agreement that outlines the specific protocols and expectations that they must follow in order to work as a counselor in the program; those protocols and expectations will be based on the most updated public health recommendations for schools and camps in June.

In the event that Overlake has to cancel in-person camps, we will also eliminate intern positions. The position is contingent upon Overlake hosting in-person camps this summer.

### **To Apply**

Interested candidates should submit a letter that communicates their interest in becoming an intern to Jennifer Pan ([ipan@overlake.org](mailto:ipan@overlake.org)). The letter should focus on specific experiences working with youth that have prepared the applicant to be an intern in the summer program. In addition, applicants are required to list one reference as part of the letter. The reference can be someone who has supervised the applicant's work experience or a teacher that can speak to their character and habits as an Overlake student. The letter should describe the applicant's interest in the position and explain why they would be an effective intern.

### **Application Timeline:**

February 18: Application Deadline #1

February 28-March 11: Interviews for finalists

March 18: Decisions shared with applicants that met the first application deadline

If there are still positions available after March 18...

March 25: Application Deadline #2

April 11-22: Interviews for finalists

April 25: Decisions shared with all that met the second application deadline

### **About Overlake**

The Overlake School is an independent, coeducational, college preparatory day school located on a 75-acre campus in Redmond, Washington. The school serves 530 students grades 5-12. Founded in 1967, the school has a reputation as one of the leading independent schools in the Northwest.

### ***Overlake Mission***

*Inspire excellence, Develop intellectual curiosity, Teach responsibility, Embrace diversity and Foster a compassionate community.*