



## CLUBHOUSE TO COLLEGE/CAREER PATHWAYS TO SUCCESS

### INTERESTED IN BECOMING A C2C INTERN HOST?



C2C Pathways program matches youth with 120 hour paid summer internship opportunities in areas of interest including health, the arts, technology, marketing, architecture, engineering, business, nonprofit administration, and more! Successful summer internship placements begin by meeting with the C2C Pathways Coordinator to identify potential roles/responsibilities for youth interns. These meetings will help ensure that the intern candidates appropriately match their 120-hour internship placement. From there, employers are encouraged to meet with selected youth to conduct an interview, determine a weekly work schedule, and complete all corresponding C2C paperwork. Once placed, interns will begin to support host organization and businesses with day to-day-tasks and help their employer meet larger, organization-wide goals.

#### WHAT KINDS OF THINGS CAN C2C INTERNS DO?

- Produce works of photography and film
- Maintain social media accounts
- Develop and design website content
- 3D modeling and printing
- Conduct research
- Train others in special software and tech
- Create and edit documents
- Data entry and basic analysis
- Verbal and written translation
- Perform reports and develop presentations
- Participate in or shadow staff meetings
- Plan, support and coordinate meetings and events
- Observe and shadow colleagues

#### Internship Host Checklist:

- Capacity to host interns 17-20 years of age on-site or in a hybrid virtual/in-person format (supported by supervising staff).
- Enough work for youth to complete a meaningful 120-hour (5 to 8 week) internship during the course of the summer (June- August) and agreement to meet with C2C Facilitator for mid-term check in meeting.
- Ability to determine appropriate internship start/end dates to ensure 120 hours are met.
- Ability for intern to work at least 10 hours/week, but no more than 35 hours/week.
- Ability to sign C2C Internship and Liability Agreements prior to intern start date.
- Capacity to provide a positive learning work experience with opportunities to receive ongoing feedback.
- Ability to track and submit signed intern timesheets every week via email to the C2C Facilitator at [skenton@goldcrownfoundation.com](mailto:skenton@goldcrownfoundation.com).
- Supervising staff must be prepared to serve as a mentor and role model to the intern, supporting the goal of exposing young people to a positive and supportive work experience.

#### CONCERNED THAT THE COST OF PAYING AN INTERN MIGHT PROHIBIT YOUR BUSINESS FROM PARTICIPATING?

**Talk to us!** Gold Crown has a number of sponsorship opportunities available to support intern compensation for growing businesses, public agencies and local nonprofits in our communities.

#### To get involved, please contact:

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