



Summer Internship Program – 2012

*** This is a draft copy and all information is tentative ***

The Summer Internship Program at New Day offers a chance for you to roll up your sleeves, work alongside the Chinese people and see firsthand what makes the Chinese culture beautiful. You will work alongside Chinese staff and volunteers from all over the world.

Coming overseas to volunteer is an inspiring and stretching journey—you can make friendships and memories that will last a lifetime. Volunteering in China can often be an overwhelming and intense time, but you will see yourself change in ways that are difficult to accomplish from the comforts of home.

Objective

The New Day Creations Summer Internship Program aims to introduce each intern to meaningful service in China through hands-on volunteering, education and mentorship. Our hope is that while at New Day, the heart of each intern will be ignited for future service, either abroad or in one's home country.

Training and Education Opportunities

Interns will be expected to volunteer Monday through Friday, 8:00 A.M. until 5:00 P.M. While interns with the Learning Center should expect some evening and weekend excursions and activities with the school, most evenings and weekends will be available for sightseeing, resting, and continued study. Education and study time will also be incorporated as a part of the daytime schedule during the week. The core curriculum will include:

- **Introductory Program Orientation** – Orientation to New Day and the internship program with the Foreign Relations Director
- **Mentorship** – Each intern will be paired with a mentor and will meet together weekly.
- **Weekly Journal** – Each intern is accountable to their mentor for what they have worked on, studied and experienced for the week.
- **Small Group Participation** – Each intern will participate in the weekly group meetings with the other foreign staff and interns at New Day.
- **Book Reading** – As part of the education component, the internship includes reading 1 book from a recommended list prior to the internship. Selection of a book is up to the intern. Interns are expected to submit a one page book report to their mentor.

- **Mandarin Language Learning** – Intern will study Mandarin in one-on-one 30-minute lessons with a native speaker three days a week.
- **Internship Evaluation** – Each intern will complete an internship evaluation at the end of the internship, as well as a report (200 words) to reflect on what they have learned during the course of the internship.
- **Internship Debrief** – Interns will take a fun trip together as a group to a place of their choice near the end of the internship. This will be a chance to share stories, encourage one another, and to prepare for heading back to their home country.
- **Cultural Adjustment** – Work in a developing country involves some level of discomfort—culturally, spiritually and relationally. Through the program, interns will have opportunities to experience the culture of China, both in the rural village of Qingyundian and in Beijing.
- **Building Relationships** – Interns will live and work with other interns and work alongside many local Chinese, giving them the opportunity to build new friendships during the internship.
- **For College Students** - The schedule and requirements of the program will assist with university credit requirements.

Internship Sessions

Session I (6 weeks): May 19 – June 30, 2012

Session II (6 weeks): July 7 – August 18, 2012

If these dates conflict with your school schedule, please choose the session which lets you come on time and leave early. On a case-by-case basis, we will also consider requests to stay for both sessions or to come for the second session and stay longer.

Internship Costs

Session I: 4,750 RMB (about \$760 USD)

Session II: 4,750 RMB (about \$760 USD)

These costs include:

- Housing in a furnished apartment, including all utilities (water, electricity, internet)
- Airport pick up and drop off
- Meal card with first 100 RMB for our dining hall and snack shop
- One-on-one, 30-minute Mandarin language lessons three times a week
- One group sightseeing excursion/retreat with other interns

Interns also need to budget the following:

- Around \$200-300 for food, sightseeing and shopping
- \$150 for a Tourist (L) visa to China
- \$1,000-\$1,500 for round-trip plane ticket to China
- International health insurance (prices will vary)

Qualifications*

- Age 18 or older
- Have a valid passport
- Passion to serve others
- Strong work ethic
- Humility and openness to learning
- Willingness to work where you are most needed

* These are general qualifications. Certain positions require other specific qualifications. See below for positions and specific qualifications for each.

* Ability to speak Mandarin is not required.

Internship Positions

Below are specific positions available for Summer 2012. You may apply for more than one position, and the New Day Board will consider you for each position. If accepted, you will be placed in the position that best suits your ability and where you are most needed. Below is a listing of the positions and descriptions of responsibilities.

Foster Home

- **Childcare, Preschool & Early Childhood Education**

Assist Foster Home childcare and teaching staff in all aspects of childcare and education in the Foster Home or Preschool. Possible specific assignments include Infant Care, Toddler Care, and Preschool Assistant. Specific intern assignments will be determined by the Foster Home staff, based on the interests and background of the intern, as well as the needs of the Foster Home. Infant Care and Toddler Care responsibilities include, but are not limited to, giving daily care such as feeding, play time indoors and outdoors, one-on-one time with children to address developmental needs, and cuddling the little babies. Also assist our nannies in many of the general tasks that are essential to the care of all of the children, including disinfecting toys, doing laundry, making baby food and keeping our nurseries tidy and germ free. Preschool assistant responsibilities include, but are not limited to, preparing and teaching lessons, leading sing-a-long time, tutoring older children and nannies in simple English, organizing school supplies, helping coordinate field trips to sites around Beijing, and changing bulletin board designs and other decorating projects in the preschool room.

Qualifications: Experience in child care, with experience and/or college study in early childhood or preschool teaching preferred for those working in the preschool. Interns should have a heart for service, a heart for children, and a strong work ethic.
- **Public Relations & Writing**

Work with the public relations staff of the Foster Home. Responsibilities include but are not limited to writing children's stories for the blog, helping with monthly email updates to sponsors, researching grant proposals, giving tours of the foster home to visitors, taking photographs, and assisting with the design and writing of other foster home materials.

Qualifications: Background and/or college study in writing, communications, public relations, or another related field. Familiarity with non-profit work is preferred but not required. Creativity, attention to detail, and strong communication skills are important.

- **Medical/Therapy Assistant**

Work closely with our foreign and Chinese nurses, doctors and physical therapists, assisting them in all aspects of their work. This includes, but is not limited to, assisting with morning rounds, physical therapy exercises, trips to the hospital, taking monthly measurements, and organizing medical supplies. Qualifications: Background and/or college study in nursing, medicine, physical therapy, or another related medical field is extremely important. Must show keen attention to detail and be tender-hearted and compassionate. Medical and therapy positions are limited so applicants should select at least one other intern position of interest in addition to this one.

Learning Center

- **Administrative and Classroom Assistant**

Help the Learning Center's office staff in all aspects of their work. This includes updating their website, taking photographs at school events, coordinating school activities, and assisting teachers in preparation of conversation topics, activities, games, or other material to be used in class. Also serve in the classroom as a conversation partner and general resource person for various learning activities. This position will require a willingness to develop relationships with students inside and outside of class and to take part in evening and weekend school activities. Qualifications: Background and/or college study in education or public relations is preferred, but not required. Should possess strong work ethic, attention to detail, a positive attitude, creative ideas, and a heart to serve.

- **English Teacher-in-Training**

Under the direction and guidance of our staff teachers, prepare lesson plans and teach conversational English in a classroom or informal setting (such as an English Corner). This is an ideal internship for education or TESOL majors interested in serving overseas after graduation. This position will require a willingness to develop relationships with students inside and outside of class and to take part in evening and weekend school activities. Qualifications: Requires a friendly, outgoing, encouraging person who will connect well with students and take a genuine interest in their lives. Some college education required; coursework in education or TESOL a plus. Teaching experience in a classroom setting is also a plus. Must be a native speaker of English.

Company

- **Business Intern**

Take time to become familiar with the New Day business model which includes a for-profit manufacturing company and English school as well as a not-for-profit foster home. Depending on your background, interests, and our current needs, assist with projects in sales and marketing, product design, market research, advertising, business process optimization, human resources, budgeting and accounting, etc. Qualifications: Background and/or college study in marketing, business, communications, advertising, human resources, or another related field. Creativity, attention to detail, strong

communication skills, and the ability to work alone at times and complete projects on time are important.

Volunteer Services

- **Community Outreach & Office Assistant**

Assist the Volunteer Services Department in all aspects of their work. This includes assisting and planning community outreach projects to local poor families and the elderly. Will also help with office and logistical work, and generally caring for the volunteers working at New Day. Learn the details how to coordinate and plan for volunteers and teams to come and serve overseas. Qualifications: Background in office work or events planning preferred but not required. Highly organized with an ability to balance several projects at once. Able to work individually or in a team. Should possess excellent interpersonal skills, willingness to work hard and a positive attitude. Providing your own computer with software such as Excel and Word is preferred but not required. Mandarin skills are a plus. Ideally, this intern will come in May and stay for both sessions.

- **IT Assistant**

Assist the Volunteer Services Department with various IT projects. This may include areas such as improving our network configuration and security, assisting desktop users, enhancing our Web sites, updating documentation and standards, training employees, and developing new software applications or upgrading existing ones. Learn some of the challenges involved in serving IT needs with a limited budget in a developing country. Qualifications: This intern will need to come with solid experience in one or more technical areas such as networking, Linux, Windows, security, Web application development in PHP and/or Java, and MySQL. Able to work individually or in a team. Should possess excellent verbal and written communication skills, willingness to learn and a positive attitude.

Applications and Time Line

How to Apply

Applications are available online at www.newdaycreations.com/volunteer/applications. Applicants may apply for more than one intern position.

Application Deadline

The application deadline is **January 15**. All applicants will be notified by **February 1**.

Application Process:

- Volunteer Services will receive applications until **January 15**.
- Volunteer Services will conduct a phone interview with each applicant prior to the application deadline of January 15.
- New Day Board will take 2 weeks to review all applications.
- Applicants will be notified via email by Volunteer Services on **February 1**.
- Accepted interns must confirm with Volunteer Services by **February 15**.