



## 2021 HIGH SCHOOL & COLLEGE STUDENT SUMMER INTERNSHIP

### **Habitat's Mission:**

Student Interns will have the unique opportunity to learn and then lead hands on residential construction working alongside staff, volunteers, and future home owners. They will gain and utilize leadership and cooperation skills as well as gain valuable project coordination and construction skills. They will have the unique opportunity to assist with build planning, review, and real problem solving.

Interns will be treated with respect as the future leaders they will soon become. They will learn first-hand the integrity, empathy, sensitivity, and maturity that comes from meaningful community service. Their work will have an immediate and lasting impact on the lives of families we serve. In one summer, they will change lives forever and #BuildforBetter.

Habitat for Humanity of San Antonio is an ecumenical, Christian, non-profit organization working in partnership with God's people in need to build modest, decent and affordable homes without interest or profit, thereby witnessing God's love in action.

**COVID-19 Safety Protocols:** Habitat for Humanity of San Antonio adheres to governmental and health agency recommendations to limit the spread of COVID-19. Our priority is always the health and safety of our volunteers, home buying families, partners and our staff. Student interns will be required to comply with all safety protocols.

**Equal Opportunity Employer:** Habitat for Humanity of San Antonio is an equal opportunity employer.

**Eligible High School Participants:** Students at least 16 years old by June 9, 2021.

**Eligible College Participants:** Students at least 18 years old. Preference may be given to those who are participating in their College Construction Related Degree or Certification Programs.

### **Internship Terms:**

- All tools and training will be provided by Habitat, including Student Leader T-shirts.
- For High School Students, duration is 9 consecutive weeks over the summer from June 9 to August 7, 2021. [Students can finish earlier to accommodate earlier school start dates]
- For College School Students, duration is 11 consecutive weeks over the summer from May 27 to August 7, 2021.
- Interns may take an unpaid break of up to one-week during the term if needed to accommodate a family event or family vacation. An unpaid day off is given for Independence Day.
- This is a full-time, paid internship (approximately 40 hours per week). Interns will be paid based on actual hours worked up to 40 hours per week at the "regular" hourly rate. Time over 40 hours will be limited but paid at the overtime rate of time-and-a-half. W-2 Payroll taxes do apply. Interns are paid two times each month by direct deposit.

- High School Student Interns are paid \$9.00 per hour “regular” time and \$13.50 per hour “overtime”.
- College Student Interns are paid \$10.50 per hour “regular” time and \$15.75 per hour “overtime”.
- Normal work week is Tuesday through Saturday. Hours are from 7:00 a.m. to approximately 4:00 p.m. Tuesday through Friday and 6:30 a.m. to approximately 4:00 pm on Saturday. The work day starts promptly on time. Tardiness will not be allowed because you will miss the shuttle to the job site! Students who cannot make it to work on time will be dropped from the program.
- Interns must have proof of health insurance coverage (coverage under parent’s policy is fine), government issued photo ID or driver’s license, and social security card.

**Program Goals:**

- A. Expand the benefits of our High School and College partnerships to have a tangible impact on site construction during summer months.
- B. Engage & effectively utilize teen youth and young adults in a mutually beneficial way:
  - 1) Provide a meaningful learning opportunity to high school juniors & seniors (16 to 18 year olds) and college students (age 18 and over) that includes:
    - Hands on construction and leadership training.
    - Skill development in areas desired by colleges and employers such as:
      - Oral communications and listening skills,
      - Dependability, reliability, ability to plan, organize & manage time,
      - Intellectual curiosity, initiative & follow through,
      - Adaptability, flexibility, & problem solving skills,
      - Teamwork, cooperation & leadership skills,
      - Willingness to accept constructive criticism,
      - Integrity, empathy, sensitivity, & maturity,
      - Commitment to community service.
    - Skills evaluation by HFHSA staff and self-evaluation prior to term completion
    - Letter of accomplishment for use in applications to college/trade schools, scholarship sources, and prospective future employers.
  - 2) Provide a paid summer internship utilizing a competitive, prestigious, selection process.
  - 3) Publicly recognize student interns and the program in our newsletter, to public officials, and media.
- C. Increase awareness of and support for HFHSA’s important mission and the role of Student Interns’ positive impact on our work.
  - 1) Recognize participants at school events (if school policy allows) or community events.
  - 2) Announce student intern selection or completion at existing school ceremonies (if coordinated by your school).

## **Application and Selection Process:**

Interested candidates should:

1. Attend an optional Informational Meeting at **5:00 p.m. on Wednesday, March 10** via Zoom at <https://zoom.us/j/96724108763> or zoom.com meeting ID 967 2410 8763.
2. Complete and submit the Application for Student Internship. Be sure to fully complete all forms and, if under 18, get your parents to review and sign everywhere. Feel free to attach any reference letters. Applications will be accepted as follows:
  - **Applications received by March 17 will be given priority consideration.**
  - You may submit the application:
    - By emailing a PDF of the completed and signed application to [Jobs@HabitatSA.org](mailto:Jobs@HabitatSA.org)
    - By delivering it in person to the Habitat office at 311 Probandt, San Antonio, TX 78204
3. Keep checking the Habitat website for any changes or updates to these dates and this information. Go to [www.HabitatSA.org](http://www.HabitatSA.org), click on “LEARN” tab on the top, then on the “We’re Hiring” bar on the left, & look for Summer Internship information there.
4. Habitat will review the applications received and select numerous candidates for a personal interview.
  - **Interviews will be held on Saturday, March 27.**
  - Additional interviews may be scheduled if positions are not filled from these interviews.
  - All candidates *interviewed* will be notified whether or not they were accepted. Candidates not selected for an interview, can check our web page and we will post when the positions are filled.

**Habitat for Humanity of San Antonio is an equal opportunity employer.**

**Thank you for your interest in helping with our important work!**  
**[www.Habitat SA.org](http://www.HabitatSA.org)**  
**#BuildforBetter**