



Princeton
Internships in
Civic
Service

PICS 2010 Internship Description

Organization Name: Epiphany School

Internship Location: 154 Centre Street, Dorchester, MA 02124

Required Dates: Yes No If yes, internship must start on: _____ and end on _____ or
must include the period:

Housing Will Be Available to Intern: Yes No If yes, housing will be free:

Expected working schedule for this internship:

Start Time: 8:00 am End Time: 3:30pm

Lunch break: ½ an hour (duration) n/a (specific time, if applicable)

Additional Information, if necessary:

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

Organization Description

Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.

Epiphany serves 85 students in grades 5-8, all of whom come from economically disadvantaged backgrounds. The majority of our students are admitted by lottery, but we reserve 20% of our openings each year for children involved with the Department of Children and Families, which cares for children who have been abused or neglected. Siblings are also automatically admitted. As a result, Epiphany serves students with a wide range of abilities and needs. We focus on providing individualized attention and essential skill-building complemented with a web of support for students. We know that a strong education is meaningless if a child is unable for reasons of health or general well-being to take advantage of it.

Epiphany has twelve hour school days that include three nutritious meals. We provide interscholastic sports and fitness programs, facilitate access to important medical care, including psychological counseling when necessary, and help families access necessary social services. We provide all grade levels with high-quality programming eleven months a year, keeping our students learning, engaged, and safe. Even after they graduate, we continue to provide students with important programming and support throughout high

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school and college. Our mission statement says that Epiphany School “never gives up on a child.” These words are both our challenge and our inspiration. We do everything in our power to ensure that each child who walks through Epiphany’s doors succeeds in school and life. (Please visit www.epiphanyschool.com for more information.)

Internship Description

Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.

During the summer, Epiphany School is spread thin as it stretches to do as much as possible to serve its students. Although classes are out for the summer, Epiphany students participate in various summer enrichment programs. The older students go off to our Summer Intensive at Groton School in Groton, MA (www.groton.org) with Epiphany’s Principal. The younger students participate in the B-Safe program back at Epiphany’s schoolhouse in Dorchester, MA, where they are joined by forty students from the neighborhood. The Head of School, John Finley, goes back and forth between Groton and Dorchester, and the Dean of Students stays actively involved while she is “on vacation” on the Cape. Based at Epiphany right at the front desk with a computer and a phone, the Princeton intern is one person everyone can reach in the midst of all this, and in turn there are a number of helpful staff members and administrators that the intern can reach out to for assistance. The job includes everything from the routine—e.g., answering the phone, opening the door, and sorting the mail—to the serious—e.g., assisting children and families in crisis, tutoring individual students, and serving as “the person in charge.” Students past and present call Epiphany their home and come to the school during the summer for academic help, professional support, and personal assistance. Though the intern job does not specifically require a tremendous amount of specific work with these young people, past interns have found it rewarding to provide the essential organizational help to a school that is dedicated to supporting its students beyond the traditional classroom duties. From the school’s perspective, the Princeton interns have proved to be absolutely godsend, and Epiphany’s various summer programs have run really well. By handling vendors, representing Epiphany to the staff of B-Safe, and helping many students enjoy a safe and productive summer during one of the most violent and depressing in this city in recent memory, PICS interns have made a huge difference in the lives of many children and gained valuable executive level training. In the process, PICS interns have learned a lot about how to run a school and about how to work effectively with children and families.

Intern Qualifications

Describe any particular skills, background, or qualities you are seeking in an intern.

We are looking for someone who is a self-starter, someone who likes to take initiative. We are looking for someone who, ideally, has experience with middle school children in an urban setting and someone who has worked with students who are from economically-disadvantaged families. We are looking for someone with strong organizational skills who will not let balls drop. We are looking for someone with good communication skills, who can represent the school to families and other partners in a professional manner. We are looking for someone who is willing to be flexible and feels comfortable with multi-tasking. We are looking for someone who is reliable, honest, and trustworthy, and we are looking for someone comfortable having significant responsibility. We are looking for someone who likes to work hard.

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