

Description of the VIP Program

Virtual and/or In-Person Internship Experience

The Volunteer Internship Program (VIP) focuses on a project by project basis. We would like to give the opportunity to work with interns who can work from home meeting deadlines. However, because of the freedom to do so, we will be extremely strict on the delivery of these projects. The interns hours will be based on the length of the project. For example, if an intern is giving a deadline to finish a certain part of the website they must complete so accordingly.

Interns

At Children Beyond Our Borders Inc. we are working on spreading the word about the importance of education in Latin America; we need your help and support to continue providing opportunities for our students in Colombia, Ecuador, and Nicaragua. Right now you can join our mission! We are currently undergoing a new change in management and are looking for individuals who are passionate about advocating for the equal opportunity for children everywhere.

Responsibilities of Intern:

- Maintain constant communication with corresponding program coordinator (via video conference, phone call, or text due to virtual office accommodations)
- Follow project instructions delegated by the corresponding program coordinator
- Interns will be required to attend all events in the city as well as participate in a minimum of 3 chapter meeting per semester and 3 chapter events.
- Complete project by assigned **DEADLINE**

The deadline will be determined in the following way:

Executive Director (ED) and Volunteer Manager (VM) will give a deadline to the corresponding director, the director and the intern and/or person who is accepting the project will discuss a deadline that is 2-3 days before the given deadline from the ED and the VM. Both parties, the director and person to be responsible for the project, **MUST** agree on the aforementioned deadline . The director and/or project coordinator will check in regularly offering help and support and motivating the intern to keep up their job.

This type of deadline system will be used to hold the person accountable and it is what we will use to assign certain hours as a virtual internship. Each project, whether it is working on the website, creating a flyer, or contacting someone, will have working hours attached to it and will be the value of the project in mind. This way we can award working hours to all our interns and volunteers. These hours shall be established by the ED and the VM; the hours will be maintained by the director and intern.

At CBOB, we believe in working hard to advance the goals of the organization , working together, and most importantly helping everyone grow and reach their full potential. Our VIP program requires, discipline, organization, commitment, and attention to detail. If we feel that you, as an intern, are failing to meet your responsibilities, the consequences will follow.

Strikes will be given for the following reasons:

- Missing a deadline
- Failure to complete full task components
- Missing a weekly meeting or bi-weekly meeting without a reasonable excuse or proper rescheduling attempt 24 hours in advance
- Failure to complete tasks(1-2 warning on minor things permitted), includes biweekly update e-mails
- Lack of communication
- Serious social/workplace offenses
- Missing mandatory events
- All decisions will be made at the discretion of the Volunteer Manager and Executive Director.

1. 1st offense Warning.
2. 2nd offense Will be on probation.
3. 3rd offense Termination with CBOB. The deadlines are a binding contract for each project this person is no longer reliable.

At CBOB, we also like to recognize the hard work that our family puts forth for the organization. We hope that your time with CBOB is full of learning experiences and most important, success stories. Success stories aren't just meeting your goals, they are also learning from the times that you didn't. We would like to recognize your accomplishments and continue to motivate you to accomplish many more.

Miss One, Give One!

In order to help ensure our interns maintain their responsibilities, we would like to

offer the following option for this experience. Our weekly mandatory virtual meetings with the intern are essential for the success of this internship. We understand that things might come up from time to time and truly believe that we need to work together as a family. However, working virtually means dealing with the freedom of convenience and rescheduling which is acceptable, but only to a certain extent. We do not encourage rescheduling in any way, instead, we believe in giving you as much of a real-life experience as possible. When things come in the way, if your Volunteer Manager sees a pattern in your rescheduling, failure to meet, and anything that interferes with your 30 minute weekly meetings with him/her to happen consistently you will be given a strike, as stated in our deadlines and duties of the VIP Program. Unless it is a death or family emergency, we believe other reasons are subject to the ability for you to TIME MANAGE. Exams coming up, homework and last minute group projects are NOT reasonable excuses. Every intern and/or staff of CBOB has responsibilities just like you do. Knowing how to commit to your education, personal and professional life is a part of the experience. Miss one, give one is not simply a strike but a way to hold you accountable and be responsible for your actions. MISS one meeting (without proper rescheduling attempt* 48 hours in advance) will force you to GIVE one of the following**:

- \$25 donation to CBOB from a business or person
- 10 hours of community service with one of CBOB's programs
- and/or attend 2 CBOB Fundraisers for the semester

* If you are more than 15 minutes late to a meeting two times the same consequences apply

**Proper rescheduling entails contacting your team members and the Volunteer Manager and finding a time that works for the whole team to reschedule the meeting 48 hours before the regular meeting time.

Interns are allowed to reschedule up to 4 meetings per semester.

Intern of the Week will be given in the following manner:

- Going above and beyond your job description
- Tabling and participating in all or most of CBOB's event
- Helping fellow interns in their jobs
- All decisions will be made at the discretion of the Volunteer Manager and Executive Director.

1. Organization E-mail | Intern of the Week
2. Newsletter appraisal | Intern of the month
3. Gift Card to a Sponsoring restaurant or retailer!

If you are interested in our Volunteer Internship Program (VIP) please contact volunteermanager@chbob.org with your resume and ideas. Candidates will be given the chance to apply. The internship program will be based on a project by project basis on deadlines that will be established to fit the schedule of both the non-profit and you! We truly believe in giving college students the opportunity to succeed and begin building their careers, after all, CBOB started with college students in their living room. Each position requires a minimum commitment of one college semester, with some positions requiring a year. Since this is a project based internship the projects will have the internship volunteer hours to match the work involved in the project. For example, most graphic designers will be given 1 week or less to provide a final Flyer/brochure/t-shirt design...etc. with the first draft being submitted halfway through the deadline to be given feedback and recommendations. The Social Media Interns will be given several posts and sharing links in social media which should be fulfilled for a certain date.

If there are any questions on how this will work feel free to contact volunteermanager@chbob.org. Also, you can find more information on CBOB at www.chbob.org.