

Epiphany School Boston, MA

1 Please describe your organization briefly, including mission statement, activities, size, etc. Epiphany serves 80 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 Social Services, which cares 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 a 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 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.)

2 Describe **in detail** the work or project an intern will do, **please be as specific as possible**.

During the summer, Epiphany School has, in the past, been spread thin as it stretches to do as much as possible to serve its students. The older students go off to Groton School in Groton, MA with the school’s principal, Michelle Sanchez. 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. 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.” This past summer, the Princeton intern, John Travis, proved to be an absolutely godsend. Thanks to him, our various summer programs finally ran something like the way they were supposed. He handled vendors, represented Epiphany to the staff of B-Safe, and helped many students enjoy a safe and productive summer during one of the most violent and depressing in this city in recent memory.

3 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 who is reliable, honest, and trustworthy, and we are looking for someone comfortable having significant responsibility. We are looking for someone who like to work hard.

- There are required dates for this internship. Internship must start on _____ and end on _____ or must include the period. (Ideally, we would like the internship to begin sometime in June and run through the first week of August.)
- Start and end dates for the internship are flexible.

The expected working schedule for this internship:

Begin 8 a.m. End 4 p.m.

Lunch break: Length ½ an hour, specific time 12:00

(Hours are flexible, as is the lunch break.)

The housing will be free.