

KOHN²⁵ SUMMER INTERN PROGRAM

Agency Overview

What is the Kohn Summer Intern Program?

The Kohn Summer Intern Program is an innovative eight-week program that provides college undergraduates, who are interested in the Jewish community, the opportunity to work in Jewish communal service. The Kohn program, sponsored by Jewish Vocational Service, is geared toward students who may attend colleges all over the country, but whose primary residence is the Bay Area. Placed in professional positions at leading Bay Area Jewish communal agencies, participants gain valuable work experience and receive supervision and mentoring from Jewish community leaders. Additionally, participants are introduced to volunteer opportunities in the Jewish community, and are exposed to issues currently facing the Jewish community. The summer of 2010 marks the 25th year of the Kohn Summer Intern Program.

The primary objectives of the program are for participating interns to:

1. Develop professional and practical skills by performing fieldwork in a Jewish communal agency.
2. Evaluate opportunities for future professional or volunteer involvement in the Jewish community.
3. Increase knowledge of current events related to Israel and the Jewish community
4. Gain familiarity with the structure of local Jewish agencies.
5. Form a community of their peers within the Jewish Community

Who is eligible to host an intern this summer?

Any Jewish agency or synagogue in San Francisco, the Peninsula, Marin, Sonoma, or the Greater East Bay may apply to host an intern. We highly encourage agencies that have never before hosted an intern to apply.

What is the structure of the Kohn Summer Intern Program?

The Kohn Summer Intern Program spans eight weeks over the summer. Interns work at their placement site Monday through Thursday and spend each Friday with the Kohn Program staff at the Jewish Community Federation's San Francisco office attending professional development seminars.

What are the key dates for the 2010 cohort?

Tuesday, June 15	Agency Supervisor Orientation
Friday, June 18	The Kohn program begins for interns with a full-day retreat
Monday, June 21	Full day orientation for interns led by JVS staff members
Tuesday, June 22	Interns report for their first day of work at their placement agencies If you would like your intern to start earlier or later than this date, please contact JVS to discuss this possibility.
Tuesday, July 13	Agency Supervisor Midsummer Breakfast
Friday, August 13	Culmination Luncheon

How much does it cost to host an intern?

Each agency contributes one-third of the \$2500 stipend interns receive (\$833.33 per intern). JVS covers the remaining two-thirds of the stipend.

What types of work should an intern do?

In the past, interns have had the opportunity to work on a variety of tasks, including, but not limited to, marketing, public relations, finance, journalism, Israel advocacy, event planning, and direct service with youth or the elderly. Kohn Program Staff work with agencies and interns to ensure a productive and meaningful work experience for both parties. Although office work is an aspect of any position, we encourage agencies to steer away from giving interns high volumes of “busy work.”

What are the responsibilities of a Supervisor?

- I. **Agency Supervisor Orientation:** This one-day introduction to the Kohn Summer Intern Program is mandatory for all supervisors on Tuesday, June 15. Kohn Program staff and past supervisors will discuss tips for a successful summer.
- II. **Provide your intern with eight weeks of thoughtful guidance and supervision:** We ask supervisors to set regular, weekly meetings with interns to create continuity and maximize the learning experience.
- III. **Agency Supervisor Midsummer Breakfast:** Please join us on Tuesday, July 13 for breakfast as we share insights and guidance for Kohn²⁵.
- IV. **Culmination Luncheon:** Please join us on Friday, August 13 at this celebratory luncheon recognizing your supervision efforts, your intern’s hard work, and the resulting growth on all sides!

How do interns and agencies get matched?

Kohn Program Staff will match interns to work sites according to expressed areas of professional interest and skill. Please note that in past years, we have required a full job description of the work your agency/department had for a potential intern. We recognize that many times, once the summer arrives, job descriptions for interns must be modified, projects have been cancelled or postponed, or a particular job description does not best suit a selected intern. The current application process is designed to match interns to the TYPE of work you have to offer and the SKILL SETS you seek. The application process also allows each agency/supervisor to identify skills that you can help an intern develop.

Are all agencies guaranteed an intern?

Due to funding limitations, the Kohn Program accepts as many interns as we have funding to support. Most years, the number of agencies that apply for interns exceeds the number of interns accepted. We will do our best to accommodate each agency, but there is a possibility that your agency may not be placed with an intern this year. Please know that applicants apply from all over the bay area including Marin and Sonoma Counties, San Francisco, the Peninsula, and the East Bay. Due to the fact that we do not have the capacity to reimburse interns for commuting costs, travel time and parking costs may be prove prohibitive for some interns and may result in some agencies not receiving an intern if the right match cannot be made.

What is the deadline for applications?

All agency applications must be in-hand at JVS by Friday, March 12, 2010. We will contact you by the end of April as soon as we have completed all the intern interviews and made agency assignments.

Who can I contact for more information?

We look forward to answering your questions! Contact the Jewish Programs Coordinator, Rebecca Goodman, rgoodman@jvs.org or 415-782-6225.