



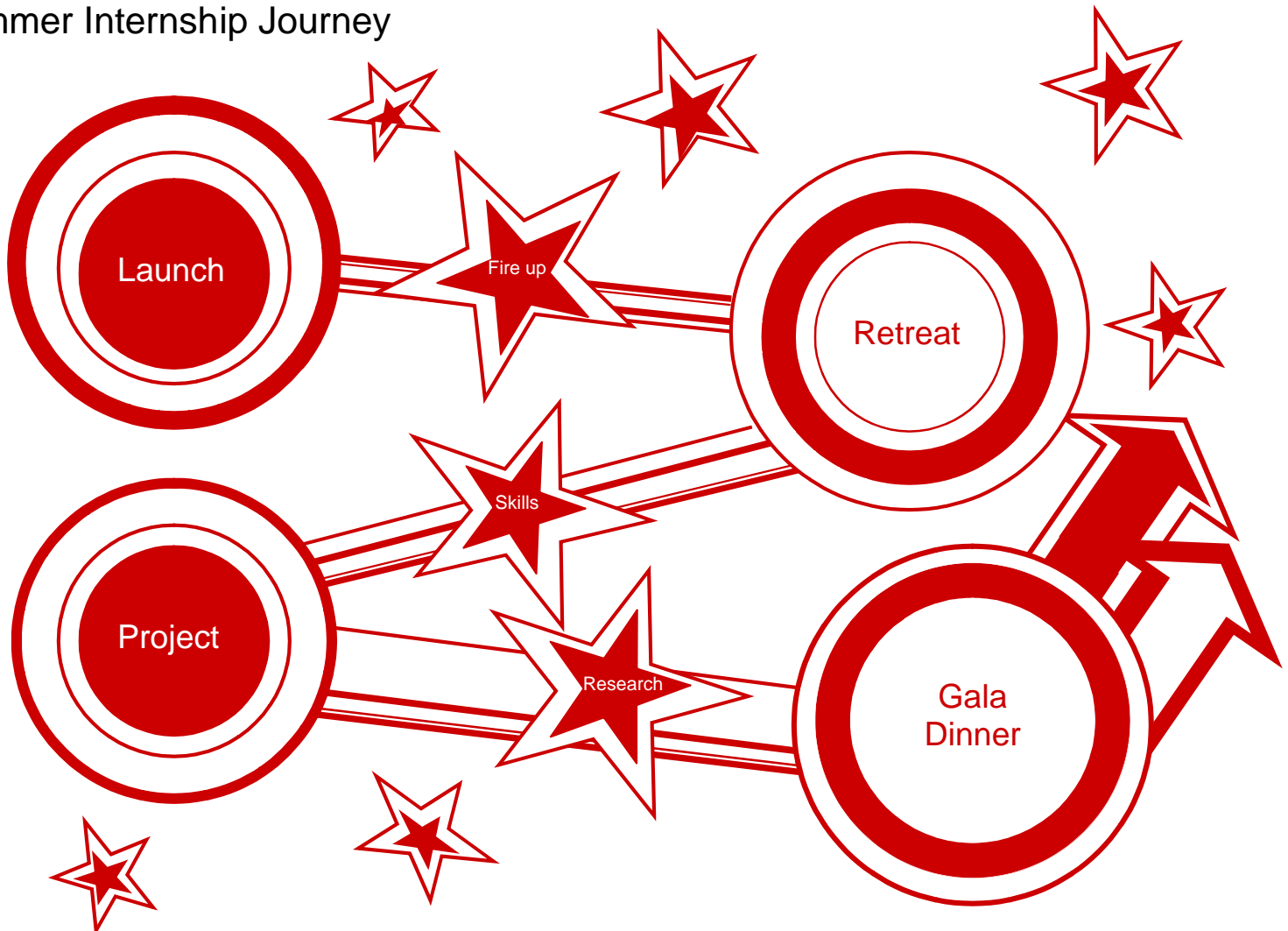
Summer internships @ Oaktree WA

Application Kit

“A good head and a good heart are a formidable combination”

- Nelson Mandela

Summer Internship Journey



1.0 What is the Summer Internship Program?

The Oaktree WA Summer Internship Program is designed to provide 25 passionate young people with the opportunity to take on an Internship with the Western Australian branch of the Oaktree Foundation. Interns will develop and apply their skills and knowledge, while gaining practical experience working in an aid and development organization.

Since many young people have numerous commitments during the summer break such as part-time work and holidays the Summer Internship Program is designed to be flexible, allowing you to maintain your commitments while developing your abilities as a world changer.

1.1 Who can apply

The program is open to Year 12, Tafe and University students as well as former Zero Seven Ambassadors. All applicants must be aged 25 or under as of February 22, 2008.

Anyone can apply to be an intern, regardless of their amount of experience. The selection panel will not select interns purely based on experience, skills and knowledge, but rather passion, commitment and determination.

1.2 Duration and dates

The Summer Internship Program will begin at the **Launch** on **Wednesday 5th of December**, followed by a **Volunteer and Intern Retreat** from **Friday 7th to Sunday 9th December**.

Interns will then begin work on their allocated **Intern Project** during **January and February***. Interns are expected to attend weekly meetings with their Intern Team and Mentor. Furthermore, interns are expected to spend 1-2 working days each week working on their Intern Projects.

The Summer Internship Program will conclude on **Thursday 28th February** with a ***Gala Dinner.***

*Zero Seven Ambassadors who are entering Year 12 in 2008 will complete a specialized Intern Project which will finish on the 2nd of February before the first school term begins.

1.3 *How much does the Summer Internship Program cost?*

The only cost for the Summer Internship Program is that of the Volunteer and Intern Retreat which will cost roughly \$100 for the weekend away. A more approximate figure will be confirmed in the next couple of weeks.

1.4 *How to apply to be an Intern?*

Prospective Interns must complete the Summer Internship Application Form, and submit it to the Internship Program Coordinator. **Applications are due by 5pm on Monday 19th November.** Applications can be submitted by emailing the completed application form to internships.wa@theoaktree.org

Applicants will be notified by **Wednesday 21st November** as to whether they have been selected as an Oaktree Intern.

2.0 The Internship Program

Launch!

Get your Internship off to a flying start. Get fired up about Oaktree's work and learn how your Internship can make a real difference by helping to mobilise young people in WA to work in partnership and provide education to youth in the developing world. The Launch will be held on the evening of **Wednesday 5th December.**

At the Launch you will:

- Learn about the Oaktree Foundation, our history, projects, structure, campaigns and programs.
- Meet your fellow interns
- Meet your intern team
- Meet your mentor and learn about their journey, their team and the intern projects you can take on.
- Learn more about your Internship, the Volunteer and Intern Retreat, Intern Projects and the Gala Dinner.

Volunteer and Intern Retreat!

Get ready for the weekend away of a life time. Join us as we head out on an amazing retreat, uniting together as passionate young people to develop our skills and knowledge and share ideas to begin to develop our vision for 2008. The Volunteer and Intern Retreat will be held from **Friday 7th to Sunday 9th December.**

At the Retreat you can expect to:

- Have fun! Enjoy chilling with the rest of the volunteers, play ultimate Frisbee, watch inspirational movies, celebrate the year that was, and fire up about the year ahead!
- Get to know the Oaktree WA Team Leaders and Volunteers.
- Feel part of the Oaktree WA team, and understand that you and your passion are valued, and your ideas and enthusiasm will help shape the direction of Oaktree.
- Attend training sessions to develop your skills in leadership, management, communications and organization. This will be essential to your intern projects' success and your future as an Oaktree Volunteer.
- Attend educational workshops where you can learn about aid and development, Oaktree's Projects, our advocacy and fundraising campaigns, our Schools and University Program as well as our Volunteer and Educational Programs.

Intern Project

So you're fired up and you've developed your skills and knowledge. Now it's time to take action. The Internship projects not only allow you to apply what you have learnt but also will help Oaktree research, plan and begin to implement campaigns and programs in 2008. Interns will work in groups with their mentors to tackle an intern project during **January and February 2008.**

Interns will meet on a weekly basis* with their mentor who will help them develop and implement their Internship Project. Interns will be required to work on their Internship Project for 1-2 days each week*. Interns should ideally conduct this work either at the Oaktree WA office (West Perth), but may alternatively work at home or elsewhere.

* Should you be unable to attend a weekly meeting or will be away on holiday for a few weeks Interns will be expected to catch up on their Oaktree Internship Project work. They will need to liaise with their mentor regarding this.

Interns will work on their Intern Project within one of the following Oaktree Teams:

- **Schools Program**

Our Schools Program aims to partner with High Schools across Perth and provide them with the following:

- Inspirational speakers for assemblies
- Educational workshops (Oaktree Interaction modules) to empower students
- Schools Conferences
- A Seed Group Mentor who assists the school and students in setting up and running an Oaktree Seed Group in their school.

- **Oaktree Interaction**

Our Oaktree Interaction (OI) Team designs, researches and develops empowering educational workshops. OI Modules are designed to:

- 1) Educate students about issues surrounding poverty, development and global social justice
- 2) Instill a belief that these issues can be addressed
- 3) Inspire and motivate students to take action and make a difference

OI Modules are delivered by trained facilitators through interactive, eye-opening activities which encourage discussion.

- **Communication**

The Communication Team focuses on developing and maintaining the image, identity and reputation of the Oaktree Foundation as perceived by Oaktree volunteers, supporters and people and institutions outside Oaktree.

The Communications Team achieves this by co-ordinating Oaktree WA's marketing, media, IT, public speaking, and design work.

The Communications Team focuses on spreading Oaktree's message and encourages people to volunteer and/or get involved with our advocacy and fundraising campaigns.

- **Human Resource Management**

The HR Management Team focuses on HR finding the right volunteers for the right positions. They ensure volunteers are neither over-utilized nor under-utilized during their time at Oaktree. HR Management focuses on the following:

- Recruitment campaigns aimed at inspiring young people to get involved with Oaktree and take on a role within the organization.
- Induction for new volunteers so they can find out which team and position they can take on.
- Ongoing support and training through skills sessions, educational workshops and mentoring.

- **Fundraising – Partnering through financial commitment**

Oaktree partners with communities and local NGO's in the developing world to financially support educational programs that focus on empowering young people. To do this Oaktree develops fundraising campaigns aimed at inspiring people to take action by either attending a fundraising event or organizing and running their own.

The Fundraising team focuses on developing dynamic and creative fundraising events, campaigns, and the resources to make a tangible difference.

- **Advocacy – Acting to create global change**

We 'advocate', or 'act on behalf of the worlds poor' because we acknowledge that change has to occur on a global and systemic level if poverty is to be eradicated. In Australia, we focus on lobbying governments and raising awareness of the issues within the general public.

The Advocacy Team focuses on developing dynamic and creative advocacy campaigns which educate people about the issues and motivate them to take action and use their voice to create systematic social and political change.

Gala Dinner

After a summer of making new friends, pushing your talents to new levels and making a real difference in the lives of youth in the developing world, it's time to celebrate the success of your project, your team and yourself. The Gala Dinner will be held on **Thursday 28th February.**

At the Gala Dinner we are going to:

- Reflect on how far each of us have come
- Learn where you can go from here
- Hear the 2008 Oaktree WA Vision and get pumped about the year ahead

3.0 Frequently asked questions

Q. *I can't make it to the Launch, can I still apply to be an Intern?*

A. *Should you be unable to attend the Launch due to circumstances beyond your control, you can still be a part of the Internship Program, however you will need to attend a session on another date so as Oaktree can run through everything that was covered at the Launch.*

Q. *I can't attend the Volunteer and Intern Retreat, can I still apply to be an Intern?*

A. *Should you be unable to attend the Volunteer and Intern Retreat due to circumstances beyond your control, you can still be a part of the Internship Program, however you will need to attend re-runs of the training sessions and education workshops.*

Q. *I can't be part of the Internship Program at all because of...., but I still want to get involved with Oaktree. How can I still develop my skills, knowledge and take action?*

A. *Whether you're an Intern or volunteer, all young people who get involved with Oaktree will have access to the skills training, educational workshops and the opportunity to join an Oaktree team and take action! Simply contact Michael Sheldrick m.sheldrick@theoaktree.org for more information.*

Q. *My Summer break is going to be pretty packed, e.g. I am going on holiday/ I am going to be working heaps/ I have a summer course etc.*

A. *The Internship Program is designed to be flexible, however there are a specified number of work hours that need to be completed during January and February. So long as you communicate with your mentor your availability and work out how to fit in your internship with your other commitments, this should not be a problem*