

Summer 2024 Intern Guide



Updated 1/2024

Welcome to CCATE!

We are delighted that you have chosen to volunteer your time with us. CCATE cannot achieve its goals without the support of volunteers. Each and every day our organization depends on volunteers like you to ensure that we operate efficiently and successfully. Volunteers are part of the CCATE family. They work as mentors to help our students and families achieve their life-time goals.

Mission Statement

Our mission is to develop and empower the Latinx community through the promotion of culture, art, work training, and education.

In this way, CCATE embraces four key sectors for a successful community. Based on family, student, and faculty interests and talents, we collaboratively design classes in the areas of dramatic and visual arts, media productions, and music. What makes CCATE unique is how through the intersection of our dreams and determination, we collectively create space for individual growth, community engagement and social change.

Vision

Our vision is that, through holistic development of the community, the dreams of the Latinx community can be achieved.

Programs for Winter and Spring 2024

Summer Programming 2024

CCATE's annual High School Leadership Institute for students in grades 9-12 will run from June 24th-June 28th.

CCATE's annual Summer Camp will run from July 8-July 26th, 9:30am-2:30pm. Programming during this period will be finalized during June planning.

Directory

- **CCATE**
Phone: 484-685-3633
Email: ccate@contact.org
- **Obed Arango, Executive Director**
Email: obed@ccate.org
- **Guadalupe Barrientos, High School Coordinator**
Email: lupita@ccate.org
- **Caitlin Brady, Manager of Outreach & After School Education**
Email: caitlin@ccate.org
- **Karla Figueroa, High School Mentor**
Email: karla@ccate.org
- **Nataly García, Middle School Coordinator**
Email: nataly@ccate.org
- **Chang Li, Development and Media Coordinator**
Email: chang@ccate.org

- **Holly Link, Director of Educational Programs and Research**
Email: holly@ccate.org
- **Diana Lugo, Manager of Adult Programs & Community Outreach**
Email: diana@ccate.org
- **Eddy Reyes, Financial Manager**
Email: eddy@ccate.org

CCATE Internships, Summer 2024

At CCATE, our internships, virtual and/or in person, center around the strengths, skills, and areas of interest of students who come to work with us. Two of the main requirements we have for our interns are motivation and initiative, especially in the current context of virtual communication and online operations.

Internship weekly hours and timelines will be determined by the stipulations of the funding institution.

Internship Areas of Focus

For internships at CCATE, we have three areas of focus, each of which is supervised by a CCATE staff member. While interns will interact regularly with all CCATE staff, they will work most directly with the staff member assigned to their area.

Below are the three areas with examples of different projects and programs, as well as skills and/or interests associated with each. Important to note is that many activities, tasks and programs fall under more than one area of focus, so choosing one particular area does not exclude exposure to or work in the other areas. Related skills and interests associated with each area are not requisites, but skills we imagine students will further develop during their internships.

Communications and Outreach, supervised by Obed Arango

Examples of work in this area include:

- Website (content development, website maintenance, content translation into Spanish)
- Storytelling through social media (Monthly newsletter, blog, etc.)
- High School Immigration podcast and media
- Virtual fundraising
- Marketing

Related skills or interests:

- Communication skills in Spanish, writing in Spanish a plus
- Knowledge of platforms or technologies for extending outreach and communication (e.g. social media, etc.)
- Film/video, media, journalism

Programs and Administration, supervised by Caitlin Brady

Examples of work in this area include:

- Teaching a class or tutoring students
- Researching and planning curriculum for CCATE programming

Related skills or interests:

- Teaching or content development skills
- Expertise in specific content areas
- Working with youth and families
- Management and administration skills

Research and Strategic Planning, supervised by Holly Link

Examples of work in this area include:

- Administrative work related to strategic planning
- Online research (reading and synthesizing existing research and participatory research methods)
- Data collection and compilation

Related skills or interests:

- Strong writing skills
- Qualitative and community-based participatory research

Required Clearances

Clearances are required if you will be working directly with students and families. Due to the pandemic, we know that the FBI background check will be challenging to complete if you do not already have this. If this is the case, please let us know.

[Send clearances to caitlin@ccate.org](mailto:caitlin@ccate.org)

Pennsylvania State Police Request for Criminal Records (Act 34)

<https://epatch.state.pa.us/Home.jsp>

This should be done electronically, and the clearance result prints out instantly. When you go to the website, click on New Record Check (volunteers only).

Please write down your control number and make a PDF of your receipt. In the event you misplace the clearance, you can go back to the site to obtain a copy.

Cost: There is no charge for requests made for the purpose of volunteering.

More details at: <https://epatch.state.pa.us/help/Overview.jsp>

More info: 717-425-5546 or 1-888-783-7972

Child Abuse History Clearance (Act 151)

Preferred method: You can complete a registration process and submit your clearance application online: <https://www.compass.state.pa.us/cwis/public/home>

This report is sometimes emailed to you within a few minutes of submitting your application. New applications to the system can take up to a few weeks to process.

If it is your first time, on the homepage of the website, click on Create Individual Account. If you have done the online form before, click on Individual Login. From there you will be directed how to get the clearance.

Cost: As a volunteer applicant you are permitted to receive one certification free of charge every 57 months.

More details at: <http://keepkidssafe.pa.gov/resources/clearances/pachildhistory/index.htm>

Federal Criminal History Record (Act 114)

PA uses the Identogo system.

Go to: <https://uenroll.identogo.com/>

Type in your service code (DHS Volunteer): 1KG6ZJ

On the next screen, select Schedule or Manage an Appointment. Complete the registration form, select a fingerprinting location, select the photo ID you will bring to your appointment (most select Driver's License), make an appointment or select "walk-in," pay for the service, and print your confirmation form.

Take print-out of your registration and your selected photo ID to an Identogo fingerprinting site. You can search for an Identogo location here.

Cost: \$22.60

More details at: <http://keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>

