

## **2024 SummerMeals4NCKids Internship Program Frequently Asked Questions for Sponsors**

### **Who is eligible to host an intern?**

Organizations interested in hosting an intern must be a NC Summer Nutrition Program sponsor that will be operating during the summer of 2024. Organizations must also have a staff member who can serve as a supervisor for the intern. **Priority will be given to sponsors in rural communities planning to operate non-congregate meal (NCM) sites.** The intern will work onsite with the sponsoring organization.

### **Who is eligible to be an intern?**

Interns must be at least 18 years old and have been enrolled in a community college, college, or university during the 2023-2024 academic year.

### **What are the benefits of hosting an intern to the sponsoring organization?**

Sponsors will gain an additional team member paid for by No Kid Hungry NC at no cost to the sponsor. Interns will be trained by the No Kid Hungry NC team so they will be knowledgeable about the Summer Nutrition Program prior to starting. Interns can help to contribute new ideas and skills to the program. No Kid Hungry NC will provide support to interns and the sponsoring organization.

### **How are the interns paid?**

Interns will be hired by the No Kid Hungry NC, which is part of UNC Chapel Hill, and will be on payroll at UNC Chapel Hill. They will be paid biweekly at a rate of \$15/hour. The sponsor will not need to contribute to the wages for the intern or be involved with paying them. No Kid Hungry NC will manage these logistics. Interns will also be reimbursed by No Kid Hungry NC for mileage for any necessary travel between their worksite and other locations, not including their daily commute to their worksite. No Kid Hungry NC will manage the travel reimbursements.

### **Will interns receive background checks?**

Interns will receive background checks as part of the hiring process through UNC Chapel Hill. The background checks will also confirm the student is not listed in the National Sex Offender Registry or NC Sex Offender Registry.

### **What is the time period for the internship/how many hours will the interns work?**

Internships can be up to approximately 320 hours (full-time [40 hours/week] for 8 weeks or part-time over a longer duration) excluding orientation with the No Kid Hungry NC team. The number of weeks/hours per week are flexible. Throughout the internship, interns will participate in a weekly meeting (approximately 1 hour) with the No Kid Hungry NC team. The No Kid Hungry NC team plans to provide orientation/training for interns the week of May 20. Internships should not start before May 27 and should end by mid-August.

### **What does the recruitment process look like?**

No Kid Hungry will develop template recruitment materials that will be customized for each sponsoring organization. Sponsoring organizations will approve the recruitment materials for their position prior to intern recruitment. Applications for intern positions will be submitted through an online application link

that will be posted on NoKidHungryNC.org, SummerMeals4NCKids.org, CarolinaHungerInitiative.org and UNC Chapel Hill's job posting webpage. No Kid Hungry NC will share information on the internship opportunities through various departments, student groups, and listservs at NC colleges and universities. Sponsors may also help with sharing information on the position, although they are not required to. Top candidates from the application process will be selected for interviews. No Kid Hungry NC will work with each sponsor on their preferences for their involvement with the intern selection process, including whether they would like to review all applications submitted for their position or have No Kid Hungry NC review the applications and make recommendations for top candidates. The No Kid Hungry NC team will not offer a position to a potential candidate without final approval from the sponsoring organization where the intern will be placed.

### **What type of training will interns receive?**

No Kid Hungry NC will provide orientation/training to interns related to the Summer Nutrition Program. Training topics will be finalized once information is received from sponsors on anticipated job duties for interns so that interns are best prepared for their internships. Topics covered during the orientation/training may include:

- Overview of food insecurity and federal nutrition programs
- Background on Summer Nutrition Program, including relevant policies, rules and regulations
- Information on providing nutrition education/enrichment activities
- Marketing/promotion and outreach
- Planning/implementing Summer Nutrition Program events (kick-offs, end of summer celebrations, Farm to Summer Week, etc.)
- Social media
- Program evaluation
- Identifying and working with community partners

### **What types of projects/activities will interns work on with the sponsor?**

Interns may help with a variety of projects/activities related to supporting the summer nutrition program. For a list of examples of potential projects, visit: <https://state.nokidhungry.org/north-carolina/2024-summermeals4nckids-internship-program/>

### **What types of activities will interns work on with No Kid Hungry NC?**

Interns will participate in orientation/training activities prior to the start of the internship and a weekly meeting throughout the internship with the No Kid Hungry NC team. Interns will also be asked to share pictures/information on their internship experiences on social media and other channels. At the end of the internship, interns will write a blog post for NoKidHungryNC.org about their experience.

### **What are the roles/responsibilities of the internship supervisor from the sponsoring organization?**

The roles/responsibilities of the internship supervisor from the sponsoring organizations hosting an intern include:

- Working with No Kid Hungry NC team to create a workplan for intern
- Participating in the intern selection process for their organization
- Participating in supervisor training with No Kid Hungry NC
- Providing orientation/training to intern on their program and role

- Regularly checking in with intern and providing them with feedback on their performance
- Providing feedback and evaluation to No Kid Hungry NC at end of internship

### **What are the roles/responsibilities of the interns?**

The roles/responsibilities of the interns include:

- Participating in an orientation/training with the No Kid Hungry NC team in May 2024.
- Working with an NC Summer Nutrition Program sponsor and No Kid Hungry NC during the identified date range
- Maintaining agreed upon work schedule and immediately informing supervisor/No Kid Hungry NC team if they have an issue that requires them to miss work
- Maintaining professionalism throughout the internship
- Acting in accordance with all rules, regulations, and professional standards of the University of North Carolina at Chapel Hill, No Kid Hungry NC, and sponsoring organization
- Completing a weekly report and participating in a weekly check-in meeting with the No Kid Hungry NC team
- Sharing information and pictures on internship experience with No Kid Hungry NC team and writing a blog post on experience at the end of internship

### **What are the roles/responsibilities of No Kid Hungry NC?**

The roles/responsibilities of No Kid Hungry NC include:

- Leading the intern recruitment process and working with sponsors on the selection of interns
- Hiring/paying interns
- Providing orientation/training to interns
- Providing support to sponsors hosting interns
- Holding weekly check-in meetings with interns
- Providing professional development and networking opportunities to interns