Crossroads Foundation

Internship Program Description

Thank you again for your interest in engaging in the Crossroads Summer Internship Program. We are excited to share some more information and details regarding the work opportunities at Crossroads.

Due to the large number of applications positions are not guaranteed at Crossroads Foundation. It is for this reason we are conducting an induction and interview session with all the applicants.

Below is a list of the 4 Global units at Crossroads Foundation Limited and supporting departments. Each intern is expected to pick 3 choices from the available departments or sub-departments in order of your 1st, 2nd and 3rd choice you will like to apply for.

Please read carefully through the information below and contact us, if you have any further questions.

GLOBAL DISTRIBUTION: Where need meets resource

We are donated excellent quality goods by business and private donors. We distribute these to people in need, in Hong Kong and around the world.

. Incoming Goods: The interns take on the roles of an assistant manager of either the small goods processing unit or the large goods processing unit. This also involves managing and leading community volunteers who come to work in the department.

. Incoming Goods Admin: The incoming department at Crossroads Foundation is responsible for the revision and scheduling of the deliveries/pick-ups of donated goods in Hong Kong.

. Bulk Processing: The intern takes the role of an assistant manager, helping with the day to day operations of the department which includes among others, processing donations, managing community volunteers, and managing Stock.

. Toys Department: The intern takes the role of an assistant manager, helping with the day to day operations of the department which includes among others, processing donations, managing community volunteers, and managing Stock.

. Household Department: The intern takes the role of an assistant manager, helping with the day to day operations of the department which includes among others, processing donations, managing community volunteers, and managing Stock.
. **Clothing Department**: The intern takes the role of an assistant manager, helping with the day to day operations of the department which includes among others, processing donations, managing community volunteers, and managing Stock.

. **Computer Department**: The intern takes the role of an assistant manager, helping with the day to day operations of the department which includes among others, processing Computers, managing community volunteers, and managing Stock.

. **Electrical Department**: The intern takes the role of an assistant manager, helping with the day to day operations of the department which includes among others, processing electrical donations, managing community volunteers, and managing Stock.

. **Stock Ready**: The intern takes the role of an assistant manager, helping with the day to day operations of the department which includes among others, Preparing and storing processed goods for international shipments, managing and leading community volunteers to work, and managing the warehouse.

. **Hong Kong Distribution Office**: The Interns working in the Local Distribution office assist in arranging and organizing collection days for clients referred to us through other sister NGO’s, the Social Welfare Department and other establishments working with the poor in the community. This team comes into direct contact with the poor we serve in our Hong Kong Community.

. **Bicycle Department**: The intern takes the role of an assistant manager, helping with the day to day operations of the department which includes among others,

- Removing wheels and tires, patching leaks in inner tubes;
- Repairing and aligning brake pads, and replacing rusted steel brake cables;
- Lubricating OR replacing rusty and damaged bicycle chains;
- Lubricating and repairing rusty rear gear cassettes and axles;
- Replacing rusty gear cables, and aligning gear-change components;
- Ensuring the Chain path was functional and smooth, some final brush painting included.
- Testing each overhauled bicycle by personally riding the bicycle under repair.
GLOBAL X-PERIENCE: Stepping into another’s shoes

This department helps you understand how people feel and how to show it to others. Interns in the department help in facilitating the simulations and playing an administrative role organizing groups both educational and corporate to attend the simulations. The interns also help in preparation and setting up for the simulations.

- Interns have to understand what other people are going through by the different experiences and learn to communicate this information to others.
- Learn how to run the simulations.
- Organize corporate and educational groups to go through the simulations. Interns should enjoy public speaking.

GLOBAL HANDICRAFTS: Fair trade for a fairer world

Aid helps people today. An income helps them tomorrow. Global Handicrafts Marketplace sells goods from people in need within Hong Kong, and around the world, on a fair trade basis.

In Global Handicrafts the interns can fill an administrative role working on the business side of the Fair Trade Shop.

**Fairtrade Shop:** Interns assists in managing the daily operations of the Fairtrade shop, interacting with the customers and managing the stock.

**Café:** Interns help to manage the Silk Road Coffee Shop.

**Volunteers Department & Reception:**

Interns here will be involved in organizing and planning volunteer activities for corporate and educational groups as well as individual – Helping with organizing and distribution of labor across the organization; helping to run tours and conduct interviews with potential volunteers. It involves the skills of public speaking and building relationships; handling and managing correspondence. Interns will be helping at the front desk with tasks like answering calls, any administrative jobs the reception handles, keeping the reception building organized and any other tasks assigned by the organization.

**Communications Department:** In the communications department Interns help with presenting information to the wider public and manage the flow of information internally. They could be involved in translation jobs and using language and images to tell a story. They could also help work on fund raising projects.
Engagement: Developing strategic approaches to connect with education sectors, private sectors, NGOs, and other communities, whether through dialogue, partnership or collaboration; Interns’ task might involve giving informative introduction/debriefing to visiting groups/individuals, conducting business intelligence, data entry, managing email correspondence, etc.

It is important to note, due to the large number of applicants not every intern will get their first choice. The outcome of who joins the internship will be known after the induction day when you are interviewed by the representative managers of departments you have chosen.

INTERNSHIP SESSIONS

The internship will be open to application through the year, minimum duration will be 6 weeks.

The Summer Internship Program will be held for two intakes in 2019:

First intake: Tuesday 4 June – Saturday 13 July, 2019
Second intake: Tuesday 9 July – Saturday 17 August, 2019

Please contact us at volunteer@crossroads.org.hk for further information.

We look forward to welcoming you at Crossroads!

Thanks and warm regards,

Crossroads Foundation