

# Elite M.A. Centers

6230-C Rolling Road, Springfield, VA 22152 703-644-4889  
9568 Old Keene Mill Road, Burke VA 22015 703-372-5877  
6457 Old Beulah Street, Alexandria VA 22315 703-971-8560  
9514 Main Street, Fairfax VA 22031 703-425-8425

[www.EmaCenter.com](http://www.EmaCenter.com)

Dear Applicant,

Elite M.A. Centers is currently accepting applications for Internships for the summer of 2023. Please review the information below if you are interested in applying for a position with our camp.

## Program Overview:

Our Internship Program allows individuals the opportunity to intern in our summer day camp program and learn valuable skills in leadership and teaching. If selected, interns will be assisting our staff in daily activities for children ages 6-13. Interns will receive opportunities to develop organizational skills, interpersonal skills, public speaking, group management, assisting with Tae Kwon Do, and other topics.

## Selection Process:

Interns may submit applications to Elite M.A. Centers beginning in February. Interns will be selected on the criteria of age, rank, experience, and character. The number of interns selected for the program each year will be based on the summer camp program's needs. Please refer to the Internship Program Requirements list for more details.

## Hours:

Depending on the program's needs, Interns may be scheduled for any days during an available camp week between 8:00am and 6:00pm. We will work around your schedule as long as it can fit into the programs' hours. Interns are responsible for their own snacks and meals throughout the day.

## Compensation:

All internships with Elite M.A. Centers are unpaid. The program will allow you to use any interned hours toward school (or any other institutional) requirements for volunteer hours or community service hours. Completion of an internship or internships does not guarantee employment opportunities with our centers.

Please see our office staff for an application if you are interested in applying. Return the completed application as soon as possible to guarantee your application is eligible for review before all positions are filled.

Sincerely,

Cung Tran

School Director

## Elite M.A. Summer Camp Internship Program Requirement

### **Desired Qualifications:**

- Be at least 15 years old on the first day of camp.
- Have a Red Belt or higher in rank.
- Be a current or former Elite M.A. student.
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Recommended by an instructor

### **Responsible to:**

- Camp Director, Program Director, or School Director

### **General Responsibilities:**

- To assist instructors / counselors / staff in daily camp activities.
- Help each participant meet the goals established by the camp for camper development.
- Assist in martial arts instruction.
- Learn the necessary skills to become effective leaders and teachers.

### **Specific Requirements:**

- Be available for the entire summer camp season or assigned sessions that you are available.
- Be available any time between 8:00am to 6:00pm, Monday through Friday during the weeks that you are available.
- Complete all necessary applications and certifications required by the camp.
- Attend all training sessions, classes, or seminars assigned for this position.

### **Compensation:**

- Internships are unpaid positions. However, you may use your worked hours toward any community service / volunteer hours required by schools or other organizations.

Still have questions? Contact us at EMA Springfield: 703-644-4889 or email at [info@emacenter.com](mailto:info@emacenter.com)

Elite M.A. Centers  
**Internship Application (Summer 2023)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age on June 1<sup>st</sup>: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a current EMA Student?  YES  NO Location: \_\_\_\_\_

Circle/check the weeks that you are available for the summer (*interns should be available anytime between 8:00am to 6:00pm, Monday-Friday of the week*):

\_\_\_\_ Week 1. 6/19

\_\_\_\_ Week 6. 7/24

\_\_\_\_ Week 2. 6/26

\_\_\_\_ Week 7. 7/31

\_\_\_\_ Week 3. 7/3\* (no camp on 7/3 & 7/4)

\_\_\_\_ Week 8. 8/7

\_\_\_\_ Week 4. 7/10

\_\_\_\_ Week 9. 8/14

\_\_\_\_ Week 5. 7/17

Have you ever been convicted of a misdemeanor or felony?  YES  NO

(False information is grounds for the immediate termination of employment/internship)

If YES, please explain:

\_\_\_\_\_

How did you hear about this opportunity?

\_\_\_\_\_

Certification: (Check if you have & indicate expiration date)

\_\_\_\_ CPR    \_\_\_\_ First aid    \_\_\_\_ Lifeguard    Others: \_\_\_\_\_

---

**EDUCATION**

Your Current Grade: \_\_\_\_\_ Estimated GPA: \_\_\_\_\_

School: \_\_\_\_\_

Extracurricular Activities: \_\_\_\_\_

## SKILLS INVENTORY

The following are some of the topics and activities related to our program. Please indicate your level of experience by filling out the check list below. Leave blank the topics in which you have no experience.

*1-topics in which you have participated*

*2-topics in which you feel qualified to assist or perform*

*3-topics that you feel you are qualified to teach, lead and supervise*

\_\_\_Tae Kwon Do/martial arts    \_\_\_arts and crafts    \_\_\_phone skills    \_\_\_fitness/sports  
\_\_\_scheduling    \_\_\_public speaking    \_\_\_marketing    \_\_\_word processing  
\_\_\_sales    \_\_\_teaching    \_\_\_other\_\_\_\_\_

1) List other skills you have that might be valuable / interesting to our programs and students:

2) What other qualifications do you possess that make you suitable for this position?

3) Explain briefly any experiences you have working with children.

4) Describe your hobbies and/or extracurricular interests.

---

**REFERENCES**

List two people (professional and personal) who are not related to you and have knowledge of your qualifications for this position.

Professional

Name: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ How long have they known you? \_\_\_\_\_

Phone(s): \_\_\_\_\_

Personal

Name: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to you: \_\_\_\_\_ How long have they known you? \_\_\_\_\_

Phone(s): \_\_\_\_\_

I certify that all statements on this application are true and correct to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please enclose a current resume if you have one. Return this Application to:*

Elite M.A. Center Springfield

6230-C Rolling Road, Springfield, VA 22152

Phone: 703-644-4889

E-mail: info@emacenter.com