

MICRONESIA CHALLENGE



YOUNG CHAMPIONS

Intern Manual



Young Champion Intern Job Description

The Young Champion (YC) Intern job description includes but is not limited to the following activities:

1. Interns are expected to work a minimum of 10 hours a week with the host agency they are placed in and will keep a logbook to be signed off by his or her host agency supervisor.
2. With the assistance of the host agency supervisor/mentor, intern will draft a work plan/Term of Reference (TOR) and budget focused on the MC 2030, PAN and conservation activities that will be approved by the MC MCYC Program Coordinator. Such work plan/TOR and budget shall be submitted within 15 days of signing the contract.
3. Creatively and accurately communicate the messages of the MC 2030.
4. Staying flexible and contributing to activities that the host agency supervisor or focal point deems to be relevant to the MC 2030 measures/priorities: Marine Conservation, Terrestrial Conservation, Socio-economic monitoring, Invasive Species, Fisheries, Livelihoods, or Climate Change.
5. Helping to implement innovative activities in conservation.
6. Submit monthly reports to host agency supervisor on activities conducted. Such reports shall include narrative description of activities implemented, accomplishments, and any challenges/issues that should be addressed.
7. Interns are expected to make themselves available for various workshops and training sessions as they arise in order to facilitate their capacity building.
8. Communicate any concerns or successes to the host agency supervisor, MCYC Program Coordinator, host agency supervisor, or respective MC focal point so they can be addressed immediately or celebrated.
9. Contributing to the MC Newsletter or MCYC Blog by submitting any articles highlighting successful accomplishments and experiences from his or her internship activities.
10. Sharing ideas and lessons from his or her jurisdiction.

Intern Code of Conduct

The Intern will:

1. Observe appropriate dress codes when engaged in MC related activities. If available, the intern will wear MC gear to be provided by MCT or the host agency whenever carrying out his or her activities to make them recognizable in his or her place of assignment.
2. Execute his or her duties faithfully and diligently and carry out reasonable instructions from supervisors, program officers, communications specialists, coordinators etc.
3. Act as a role model for other young people through his or her actions on and off the job.
4. Behave in a professional manner whenever carrying out MC related activities (e.g. meetings with local partners, presentations and activities with local communities, communicating to fellow interns or intern program officer, communications specialist, coordinator etc.).
5. Refrain from any action that may create discord or disharmony among local partners and or community members.
6. Not engage in other employment during MCYC internship related activities.

7. Not engage in any activities that are contrary to the interests of the Micronesia Challenge.
8. Promote a clean and healthy environment through greater awareness of the environment and respecting the rights of others.
9. Respect the work ethics and expectations of the MC, MCT, and Host Agency.
10. Neither solicit or accept a direct or indirect gift or payment of any kind from any person or organization in exchange for services or materials received from MCT.
11. Avoid all conflicts of interest situations involving MCT, Host Agency, and the MC.
12. Not abuse any property (i.e. laptop computer) or entrust the same to any for private or illegal use.
13. Keep all information regarding protocol or operations received in the course of his or her work confidential and according to MCT or Host Agency's policy.
14. For the interns to include the MCT, MC, and MCYC logos for any products or work developed during the internship duration.

Disciplinary Process

An intern in violation of any of the MCT and/or the host agency's policies and procedures will be subject to a warning, suspension, or dismissal, as set out herein.

The following general disciplinary actions will normally apply except in the case of a major offense:

- 1) First violation will be a verbal warning, the date of which shall be noted in the Intern's file, together with as much details on the case as possible, and copied to the intern.
- 2) A second violation will result in a written warning, again, detailing as much as possible the nature of the violation and what will happen if any more violations occur.
- 3) A third offense will mean a suspension without pay for 1 week with a warning that any more violations will mean complete termination of the internship.

The following are considered major offenses and violations of which are liable to immediate termination of employment:

- I. Not heeding the warnings for possible termination as set out above.
- II. False declaration and/or representation in the documents provided during the recruitment process.
- III. Disclosure of confidential information without proper authorization.
- IV. Theft, willful damage, sabotage or destruction of MCT or Host Agency's property.
- V. Giving or accepting a bribe.
- VI. Fighting, screaming, or shouting—as in anger—at other employees or at superiors.
- VII. Proven guilty of financial irregularities (e.g. altering log book or claiming more hours than actually worked)
- VIII. Sexual harassment or assault.
- IX. Repeated acts against instructions from a supervisor, intern program officer, communications specialist, or coordinators.

- X. Repeated absence without authorized leave or reasonable excuses.
- XI. Disorderly conduct due to drugs or alcohol during work hours, at place of assignment or local partner offices or at any MCT or the host agency's-sponsored event.
- XII. Have been found guilty in a court of law for any felony charges.

Request for Payments

Stipends

Interns must complete and submit signed Timesheets for each pay period using the MCYC Time Log template for processing of stipends. Timesheets must be received by the MCYC Program Coordinator no later than 1 week post end date of each month, except for the final pay period in which the timesheet shall be submitted no later than August 2023.

Additionally, interns must complete and submit signed monthly Accomplishment Reports per the approved internship workplan using the MCYC Accomplishment Report template and submit along with Timesheets no later than 1 week post end date of each month, except for the final pay period in which the accomplishment report shall be submitted no later than August 31st 2023. Timesheets and Accomplishment Reports must be submitted to MCT's MCYC Program Coordinator (Koden Lebehn) and cc the Capacity Building Program Manager (Bertha Reyuw), via email at:

Koden Lebehn
Email: cblo@ourmicronesia.org
Tel: (691) 320-5670

Bertha Reyuw
Email: capacity@ourmicronesia.org
Tel: (691) 350-2092

Supplies

Payment requests for project supplies must be completed and submitted to MCT's MCYC Program Coordinator copying the CBPM using the MCYC Payment Request Form and per the Supplies Payment Schedule (section 2C of contract for Intern).

Mentors (Host Agency) Roles and Responsibilities

Your mentor will provide you with direct local support during your time as an Intern. The mentor role was created to help foster the goals of the MCYC Internship Program and encourage you to go above and beyond the average in your work and studies. Mentor(s) are expected to work with you to the best of their abilities in facilitating internship to include the following tasks:

1. Supervise and provide useful experiences for the intern.
2. Provide opportunities and activities that are conducive to the goals of the MC 2030 (both marine and terrestrial), and where the intern can be most useful.
3. Sign off on the intern's log book of hours or designate someone in a supervisory position who can.
4. Review and sign off on the Intern's Activity Proposals, Activity Reports, Timesheets, and Accomplishment Reports.

5. Monitor submission of Activity Proposals, Activity Reports, Timesheets, and Accomplishment Reports.
6. Meet with the intern to discuss their progress once every 4 weeks.
7. Provide feedback or designate someone (i.e. their supervisor wherever they are placed) to fill out a formal feedback form that will be provided once every 3 months (informal verbal feedback is encouraged as much as possible!).
8. Send a copy of the feedback form back to the MCYC Program Coordinator so it can be added to the interns file and used to monitor progress.
9. Communicate any positive notes, challenges or concerns regarding the intern to the MCYC Program Coordinator so they can be celebrated or addressed immediately.
10. Share any stories he or she may come across that can go towards a storytelling archive.

While this list is not limited to the above points, this provides the bulk of the Mentor's responsibilities to the interns.

REPORTS & FORMS

Interns are required to submit six (6) types of documents/reports during internship:

1. Work Plan/Term of Reference
2. Activity Proposals
3. Activity Reports
4. Timesheets
5. Accomplishment Reports (monthly)
6. Close-out Evaluation

Work Plan/Term of Reference

The Workplan/term of reference must be submitted to the MCYC Program Coordinator within 15 days of signing the contract. In consultation with your mentor/ supervisor, you are required to develop a work plan designed for the duration of your contract. The work plan will be your Term of References to your contract which will contain an outline of the goals, objectives, activities, expected outcomes, budgets, resources, and timeline for your internship.

Activity Proposal

The Activity Proposals must be received, reviewed, and approved by the mentor/ supervisor at least 15 days in advance of the planned activity/ event. The Activity Proposal Form is for you to complete and will be your reference on what the activity will entail. Filling out this form will help you to figure out the details of your event (such as location, audience, budget, approach, etc.) to consider for planning a successful event or activity. It will also help your Mentor/ Supervisor and MCYC Program Coordinator better follow your projects and provide the support needed.

Activity Report

This Activity Report must be received, reviewed, and approved by the mentor/ supervisor prior to submission to the MCYC Program Coordinator along with timesheets for the month event has taken place. The Activity Report form is for your guidance. This form will help you build on your event planning and communication skills. By analyzing your event, you will be able to see what went well, and what needs to be improved for the next event/activity. It's a great way for you to grow and build on

your own skill set. The materials you provide in your reports will also serve as information to send back to our funders, so they can see what great activities their money is going towards. REMINDER: include photos and visual aids.

Time Sheets

Filling your timesheets, and handing them in on time, is crucial! Without evidence of your work, we cannot justify your stipend payments.

Track your hours daily using the Time Log Form. Write down everything you do, and how long it took. This includes research, field work, event planning, meetings.....EVERYTHING! Be very careful in keeping record of your time worked. At the end of each week, have your supervisor sign off on your hours. You are required to work a minimum of 40 hours a month.

Your stipend is for a one-month period (beginning of month to end of month). **Signed timesheets must be submitted to MCYC Program Coordinator within 7 days post.** Your payments will be issued per the Stipend Schedule in your contract.

Accomplishment Report

The monthly Accomplishment Reports are due to the MCYC Program Coordinator per the Stipend Schedule in your contract. This Accomplishment Report template is provided for your guidance on summarizing accomplishments or activities undertaken, as well as any challenges or constraints encountered. Some of the information you provide will be used for reporting to funders, publicizing the intern program, and to support funding requests for the MCYC program.

Close-out Evaluation

A close-out Evaluation will be conducted at the end of the internship. **The close-out Evaluation forms will be provided to intern and mentor/ supervisor prior to completion of the internship.**

The evaluation will be utilized to provide feedback on facilitation of the internship program and aid in your professional development. The evaluation is also for your use as a reference for future employment.