



Volunteer Requirements, Expectations and FAQs

Hillers Career Connect

Summer 2026 Pilot Program

Steps to become an internship provider:

1. Complete the [Volunteer Employer Application](#)
2. Participate in a 20-minute pre-screen meeting in person or over Zoom

Then, once reviewed and accepted:

3. Complete a background check with cost covered by Tower Hill School (this is required for the primary individual who will be working one-on-one with the student).
4. Undergo the match process, ideally confirmed by mid- to late-March (keep in mind that being matched with an intern is contingent on the number of student applicants received, their interest and the applicability of their credentials and skills).
5. Participate in a meet and greet orientation session alongside your student at an agreed upon time during April or May.

Here is what would be expected of you:

- Provide 40 hours of supervised internship experience over the course of two to four weeks or a mutually agreed upon duration of time.
 - Experiences should include a combination of the following:
 - A job shadowing day prior to the official start of the internship for on-site onboarding and preparation
 - General professional hands-on tasks and activities
 - Assistance with research or data maintenance tasks or projects
 - Supporting and/or ideally managing a short-term project
 - Other [industry specific tasks and responsibilities for interns](#)
- After being matched and prior to orientation with a student, identify tasks and projects suitable for an intern to complete within the agreed upon timeframe, and prepare a written project plan of items to be completed by the conclusion of the internship.
- Understand that you are assuming responsibility for a minor during these internship hours and ensure that you are creating an inclusive, respectful and safe working environment for your intern.



- Share your preferred method(s) of communication and your daily schedule with your intern, and establish mutually agreed upon expectations for the duration of the internship.
- Foster open lines of communication that encourage your intern to feel comfortable asking questions or seeking more information.
- Provide any necessary training and resources for your intern to succeed, especially if there are tasks that require specialized knowledge and/or skills.
- Recognize that your intern is still in exploration mode and manage expectations on what they already know.
- Offer advice and encouragement on possible career paths and college majors.
- Look out for and recommend any outside opportunities or resources that your intern might find helpful and/or interesting (i.e., speakers, additional internship or volunteer opportunities, books, articles, podcasts).
- Guide your intern toward self-reflection and encourage them to think about their performance and any challenges they may face along the way.
- Facilitate any networking opportunities and encourage your intern to make professional connections.
- Notify the Tower Hill staff if your intern is absent or unresponsive:
 - Alyssa Landreth, Director of Alumni Relations
 - alandreth@towerhill.org
 - 302-575-0550 x221
 - Will Yarnell, Associate Director of College Counseling
 - wyarnell@towerhill.org
 - 302-575-0550 x359



Frequently Asked Questions

Q: What are the age and eligibility requirements for Tower Hill students to become an intern?

A: Rising seniors ages 16-17 with recommendation from their Tower Hill counselor. Students must be able to provide their own reliable transportation to and from the internship site.

Q: How will I know that a student is qualified to intern at my company?

A: As part of the application process, students will have a discussion with their college counselor and submit their resume containing the coursework, experience, extracurricular activities and skills that are relevant to the industry for which they are seeking an internship. Applications will be reviewed by the College Counseling Department with a volunteer employer in collaboration with the Director of Alumni Relations, ensuring an appropriate internship assignment. If a match cannot be made, your Volunteer Employer Application will be kept on file for future student intern matches.

Q: What are my/my company's expectations as an employer of the student?

A: A completed [Volunteer Employer Application](#) including an outline of work and opportunities a student will be involved in at the company, as well as a completed and clear background check for the primary individual who will be working one-on-one with the student, consistent with Tower Hill's current process for faculty and staff. Further detailed requirements and expectations can be found above in this guidebook.

Q: What are the students' responsibilities and expectations?

A: Student responsibilities and expectations are shared in a Student Intern Guidebook along with Terms of Participation that require a student's signature as part of their application. A copy of this guidebook will be shared with volunteers as part of the orientation process.

Q: What is the school's responsibility?

A: Tower Hill School is providing the program framework and the coordination and connection between students and volunteer employers. It is a voluntary program that students may apply to participate in and supervision is not provided by Tower Hill while the students are off-campus.



Q: What is the parents' responsibility?

A: Parents are required to grant written permission for their child to participate in this voluntary internship program, acknowledging that supervision will not be provided by Tower Hill and that the program does not guarantee future job opportunities.

Q: Is my company expected to pay the intern?

A: No, these are unpaid internships for students wishing to learn and gain hands-on experience in their prospective career industry.

Q: Can the internship extend beyond the originally agreed upon duration of time?

A: Of course! At a minimum, students are expected to complete 40 hours of internship experience. If mutually agreed upon between you and your intern, the experience can continue until either party decides to terminate the internship.

Q: What if scheduling conflicts arise and a student is unable to complete the minimum 40 hours within the agreed upon internship duration?

A: The duration of the internship can be flexible and extended depending on the availability and discretion of both the volunteer employer and the intern.

Q: Can I take my intern to lunch?

A: Yes, as long as you/your company receives approval from the student's parent/guardian in advance.

Q: Can I continue to mentor my intern beyond the completion of the formal internship?

A: Of course! One of the main goals of the program is to encourage networking and connections, so staying in touch is a great idea.