



The mission of the PeaceJam Foundation is to create a new generation of young leaders committed to positive change in themselves, their communities, and the world through the inspiration of Nobel Peace Laureates. PeaceJam is a non-profit organization with its international headquarters located in Arvada, Colorado.

Members of the PeaceJam Foundation include Archbishop Desmond Tutu, The Dalai Lama, Rigoberta Menchú Tum, President Oscar Arias, Aung San Suu Kyi, Jody Williams, Sir Joseph Rotblat, Adolfo Pérez Esquivel, President José Ramos-Horta, Máiread Corrigan Maguire, Betty Williams, and Shirin Ebadi.

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### **What is a PeaceJam Intern or Volunteer?**

PeaceJam interns and volunteers (a) assist with implementing PeaceJam Programs in school, after school, and community based settings and/or (b) provides office and program support for the PeaceJam Foundation staff. Interns and volunteers must be 13-years-old or older. Applications are accepted at any point throughout the year. The difference between becoming a PeaceJam Intern versus a PeaceJam Volunteer is that interns have a more structured work plan and often receive credit for their work in a school setting. Intern work plans are aligned to meet their educational or professional goals.

### **How much time is involved in interning or volunteering for PeaceJam?**

The PeaceJam Foundation and Rocky Mountain PeaceJam have intern and volunteer opportunities ranging from 1 to 40 hours/week depending on the site or position. Some of these positions require set schedules and some may be flexible to fit the needs of the intern.

### **Benefits of Interning and Volunteering at the PeaceJam Foundation:**

Though PeaceJam internships and volunteer opportunities are unpaid, there are a number of benefits to working with us:

- A once-in-a-lifetime opportunity to work with youth and Nobel Peace Laureates with an international organization that was itself nominated for the Nobel Peace Prize in 2008
- Extensive training and select PeaceJam Conference admission at no cost
- A unique experience to put on your resume
- An opportunity to tangibly make a difference in the world and your community

### **Required Training:**

The PeaceJam Foundation provides all necessary training for PeaceJam interns and volunteers. The amount of training depends on the position and may include a specific training session or training on the job.

### **Other Requirements:**

PeaceJam is required to conduct a criminal background check for each intern or volunteer to ensure the safety of the youth involved in PeaceJam Programs. The results of the background check will be kept confidential. Prior felonies or misdemeanors classified as offenses against a person or family, or public indecency may disqualify you from interning with the PeaceJam Foundation.

### **Application Deadlines:**

Most PeaceJam internship and volunteer positions are available on a continuous basis and there is no deadline for applying. Complete the following application return by scan and email, mail, or fax to:

**The PeaceJam Foundation c/o Jes Ward**  
11200 Ralston Road • Arvada, Colorado 80004  
Fax 303-455-3921 • Email: [jes@peacejam.org](mailto:jes@peacejam.org)

## **PeaceJam Foundation Internship and Volunteer Application**

**Please clearly print or type answers to all questions.**

Are you applying as a: ☐ PeaceJam Intern ☐ PeaceJam Volunteer Today's Date: \_\_\_\_\_

Are you applying to be a volunteer with a specific PeaceJam program or office? ☐ Yes ☐ No

If so, what program/office? \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Initial Last

Age (must be at least 13 years old): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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

If you have lived at the above address for less than two years, please provide your previous address: \_\_\_\_\_

Are you currently in school? ☐ Middle School ☐ High School ☐ College/University

Name of school: \_\_\_\_\_

**If in College/University:**

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Schedule Availability: \_\_\_\_\_

Are you currently employed? ☐ Yes ☐ No

Name of employer: \_\_\_\_\_ Phone \_\_\_\_\_

Have you worked with or been involved in PeaceJam in the past? ☐ Yes ☐ No

If yes, in what capacity? \_\_\_\_\_

**Additional Questions-** Please attach answers the following questions on an additional sheet. 150-500 word answers are preferable, but you will not be penalized for fewer or more words. Please be thorough.

1. If you are applying for an internship working directly with youth, please describe any experience you have working with youth and/or why you are interested in this type of internship.
2. What other organizations/clubs/activities are you currently working with or have you worked with in the past? What have you done in your work with those organizations? If you have had experience working in a non-profit setting, please elaborate on or explain your experience.
3. Why are you interested in becoming involved with PeaceJam and why do you believe you would make an effective Intern or PeaceJam Volunteer? What skills or knowledge do you hope to gain from your experience?
4. Please provide the names, email addresses, and phone numbers of two references, not related to you, who can comment on your professionalism, work ethic, interpersonal skills, and your interaction with youth or your desire to work with youth. Include length of time you have known these individuals and in what capacity.

**The questions marked with an asterisk below are optional, but are included because the PeaceJam Foundation believes that it is important to include every aspect of our community in programs and leadership. Because of this belief, we request the following information from our internship and volunteer applicants, participants, staff, and volunteers. Answers to these questions, as well as a decision not to provide this information, will have no negative or positive effect on your application. PeaceJam also believes strongly that people should have the ability to self identify without restrictions or barriers to their identifications. Therefore, instead of checkboxes, we ask that you write in your answers to provide you the opportunity to provide the most accurate information pertaining to your own identity. If any of these categories require further discussion or if you have questions, please let us know.**

\*Race/Ethnicity: \_\_\_\_\_ \* Gender: \_\_\_\_\_

\*Religious/Spiritual Affiliation, if any: \_\_\_\_\_

\*Political Affiliation, if any: \_\_\_\_\_

\*Do you identify as part of the LGBTQ Community? \_\_\_\_\_

\*Do you identify as a person who has a disability? \_\_\_\_\_

\*Would you identify as a person who has: ☐ High income ☐ Middle Range income ☐ Low income

PeaceJam is committed to creating internship and volunteer experiences that are mutually beneficial to the organization and the intern or volunteer. Please review the following list of internship and volunteer opportunities available and identify the sample areas in which you would like to work—it is ok to select activities in different work areas. Keep in mind your skills and experiences as well as those skills you would like to further develop, or experiences you would like to gain. If you are accepted as a PeaceJam intern or volunteer we will look at your preferences and the needs of PeaceJam to create a specific work plan for you.

| WORK AREA                         | SAMPLE ACTIVITIES                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Curriculum Support</b>         | <input type="checkbox"/> Assist with writing and editing of curriculum chapters<br><input type="checkbox"/> Research curriculum resources<br><input type="checkbox"/> Translate curriculum chapters into Spanish or other languages<br><input type="checkbox"/> Create teacher resource materials such as leveled reading booklets and material trunks |
| <b>National Affiliate Support</b> | <input type="checkbox"/> Build upon and maintain Affiliate resources<br><input type="checkbox"/> Assist with creation of Affiliate support materials (e.g., training DVDs, photos, research)<br><input type="checkbox"/> Research and pursue national and international grant opportunities                                                            |
| <b>Communications</b>             | <input type="checkbox"/> Create and implement mass mailings, newsletters, and email communications<br><input type="checkbox"/> Website and social networking<br><input type="checkbox"/> Database management and maintenance<br><input type="checkbox"/> Design and create PeaceJam outreach materials                                                 |
| <b>Evaluation</b>                 | <input type="checkbox"/> Assist with data management system<br><input type="checkbox"/> Assist with input of evaluation data (e.g., program surveys and conference evaluations)<br><input type="checkbox"/> Create evaluation summary documents                                                                                                        |
| <b>Youth Programming</b>          | <input type="checkbox"/> Support local academic and community based programs on site (working directly with youth)<br><input type="checkbox"/> Recruit volunteers for program support<br><input type="checkbox"/> Write grants or fundraise to support local youth programs                                                                            |
| <b>Office /Admin Support</b>      | <input type="checkbox"/> Office maintenance projects (e.g., gardening, organizing, creating filing systems, painting)<br><input type="checkbox"/> Assisting with our high volume of phone calls and emails<br><input type="checkbox"/> Assisting with Accounting                                                                                       |
| <b>Fundraising</b>                | <input type="checkbox"/> Assist with annual fundraising events<br><input type="checkbox"/> Research and assist with grant writing<br><input type="checkbox"/> Assist with phone bank activities<br><input type="checkbox"/> Assist with securing donated items for the PeaceJam office, events, and programs                                           |
| <b>Film/Photography</b>           | <input type="checkbox"/> Motion Graphics<br><input type="checkbox"/> Producing and film research<br><input type="checkbox"/> Editing<br><input type="checkbox"/> Photography/Photo editing/Photo Archiving<br><input type="checkbox"/> Graphic Design                                                                                                  |

If you do not see opportunities that are right for you, what else would you like to do as an intern or volunteer for PeaceJam?

Have you ever been convicted of or do you have any pending violations of law (any felony or misdemeanor classified as an offense against a person or family, public indecency, or a violation involving a state or federally controlled substance) other than minor traffic violations? \_\_\_\_\_

If yes, please explain: (attach additional sheets if necessary)

**If you are over the age of 18, please read and initial each of the following paragraphs as indications of your agreement and provide the required information for your criminal background check:**

I, the undersigned, certify that all information provided on this application is accurate to the best of my knowledge. I understand that any misrepresentation on this statement will result in my immediate disqualification as a PeaceJam intern/volunteer. I understand that the PeaceJam Foundation will verify the information I have provided above. \_\_\_\_\_(initials)

I give permission for PeaceJam Foundation staff to request a background check as part of the screening for entrance into this program. This may include verification of personal and employment references as well as a criminal check with the local authorities. \_\_\_\_\_(initials)

I hereby release PeaceJam, the PeaceJam Board, and all providers of information, from any liability related to furnishing and receiving information related to arrests and convictions. Should any information in this application change, I agree to notify the program coordinator in writing within 30 days. \_\_\_\_\_(initials)

Social Security #: \_\_\_\_\_

Signature of Applicant:\_\_\_\_\_Date:\_\_\_\_\_

**Return by scan/email, mail, or fax to:**

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11200 Ralston Road  
Arvada, Colorado 80004  
Fax 303-455-3921 Email: [jes@peacejam.org](mailto:jes@peacejam.org)

Thank you for your application!

You will be contacted within two business weeks regarding your application or a possible interview.

Though we will try our best to give feedback regarding denied applications, due to the number of applicants and issues of confidentiality, the PeaceJam Foundation reserves the right to deny an application without disclosing reasons for the decision.