

# Intern Coordinator Handbook

## Prior to coming to Kenya:

1. Overview Interns file
  - a. Each intern has a file which provides
    - i. Passport Head Photo
    - ii. Name
    - iii. Age
    - iv. Education
    - v. Interests
  - b. This information can help to determine what projects best suite them
2. Review project information
  - a. Kaimon will provide a list of all projects interns can work on as well as the project manager for contact
3. Connect with Interns
  - a. Join meetings with interns to get acquainted with one another and discuss potential projects interns want to work on
4. Review HEART Itinerary
  - a. Understand what teams will be present and what programs they will be working on

## Arrival in Kenya:

1. Arrive with Interns in Nairobi, a vehicle with the HEART Logo and a HEART sign will be waiting for you.
2. Meet with all HEART staff, both American and Kenyan at the Lodge
  - a. The HEART Staff will have an on boarding meeting with you and the interns
  - b. Learn about each staff member and introduce yourselves to the program managers
  - c. Get phone numbers of all staff and give them yours
3. Become familiar with HEART compound
  - a. Familiarize yourself with the compound, knowing where necessary supplies are located (Pens, pencils, eraser, stapler, tape, ruler, notepad, sticky notes)
  - b. Upon conclusion of summer intern program, return all unused or reusable supplies to location of retrieval or ask a HEART Staff member
4. Intern Preparations
  - a. If each intern is not bringing their own laptop, make sure a computer is available
  - b. Make sure the intern dorm is set up and supplied with all necessary supplies
  - c. Make sure there is a desk for each intern

- d. Make sure there are sufficient power strips and plug adapters available
  - e. Get updated schedule for all teams and staff at HEART that may impact intern plans
  - f. Get current copies of all forms that might be needed for the interns
5. In Country Expenses
- a. Meet with Isaac to go over interns personal finances
  - b. Find out costs before finalizing any intern plans or calendars
  - c. Check on intern financial status on a regular basis

## Daily Schedule:

1. Schedule
  - a. All staff meeting once a month on first Monday of the month from 9:30 -11:30
  - b. Intern coordinator attends 7:30 am meeting in Charles Obes' office each weekday to go over transportation needs and daily schedules
  - c. 7:45 am breakfast
  - d. 8:30-9:00 All staff, interns, teams, guests for joint devotions every weekday, plan to have each intern and coordinator sign up to lead devotions at least once
2. Expected Duties
  - a. helping with dishes, one or two interns each evening
  - b. clearing tables in dining hall following all meals
  - c. upkeep of intern office (keep it clean and professional)
  - d. upkeep of personal quarters (make bed, keep clean, etc.)
  - e. use of laundry facilities (try to do laundry on weekends)
  - f. use of clothesline (remind them to please remove their clothes as soon as they are dry)

## Program Activities:

1. Intern Program Designation
  - a. Brainstorm project and how to go about it
  - b. Do your best to schedule opportunities to connect interns with their project, such as visiting FFG schools, KFS communities, or WEEP centers, etc.
  - c. Make sure clear expectations are communicated between project managers and interns
  - d. Plan timeline to accomplish tasks associated with intern project
  - e. Check frequently on the progress of intern projects and determine how to assist
  - f. Interns will fill out a report form each week, ensure that you receive them weekly.
  - g. Coordinator will also fill out a report form weekly.

## **Extra Activities:**

1. Fun ideas for weekend and evening activities
  - a. Kenyan interns will be present to help with ideas
  - b. Elephant Orphanage and Giraffe Center
  - c. Friday Maasai Market at the Village Market for shopping
  - d. Game nights, board games, card games, etc.
  - e. Movie night
  - f. Exercises to do together, could be daily or 3-4 times per week
  - g. Consider getting more involved with the local church

## Sample Report Form

Project Title	
Period	
Report prepared by	Name: _____ Date: _____

Please describe the project's progress over the Period, making sure to address each of the areas and questions listed below.

### Project Activities

1. Summarize key activities implemented for the period using the 4Ws and the H using the table below

What	When	Where	Whom	How

2. Have all planned activities been carried out for the period? Yes If not please explain.
3. Have there been activities not planned but carried out in this reporting period – briefly describe.
4. What obstacles/problems did you encounter during project implementation this Period? How have you addressed these obstacles?

**Key Achievements for this period** [*Indicate notable changes as a result of implementing activities in the section I above*]

### Challenges Faced in implementation of Institutional Improvement plan

### Annexes

1. Please place any extensive descriptive material, e.g., schedules, activity descriptions in the annex and simply refer to them in the text of the reporting period.

2. If they are other aspects of the project that would like to share .e.g. case studies, success stories,