



SUMMER INTERNSHIPS OPPORTUNITIES

CREW MEMBER

January 2025

About St. Paul's Co-ed Summer Portal

Established in 2022 under the management of the Council of St. Paul's Co-educational College (SPCC), the St. Paul's Co-ed Summer Portal is steered by a vision to inspire the next generation and in following the educational model and philosophy of the College. For more information about the Portal and the camp this summer, please visit www.summer.spcc.edu.hk.

Summer Internships

Are you passionate about education or looking for a summer opportunity? St. Paul's Co-ed Summer Portal is now accepting applications for internship positions. As a summer intern, you'll have the chance to not only make a meaningful impact on the lives of young learners, but also to gain valuable experience working alongside a team of experienced and devoted educators in a school environment.

Duration: 2-3 months, from May to July 2025 (*flexible; but must be available in July*)

Camp Date: 16–25 July 2025

Location: Hong Kong, China

Working Mode & Hours:

Prior to the camp, interns are expected to work around 32 to 40 hours, or 4 to 5 days a week to be somewhat flexibly arranged. This may include a hybrid work mode with fixed days working on campus, and other days working from home. During the camp, interns are expected to work 8 hours per day on average on campus. Interns are not expected to reside in the dormitory.

Responsibilities:

- Assist the Summer Portal team in administration and logistics matters related to the planning and implementing of the summer camps
- Collaborate with other interns and staff to create a vibrant and enriching summer experience, from planning to execution and post-camp follow-up
- Support students' academic and personal growth and foster a positive learning environment during the camps

Benefits:

- Mentorships and guidance from a team of experienced educators

- Opportunity to develop leadership, communication and problem-solving skills
- Networking opportunities with professionals in the education field
- Hands-on experience in an education environment
- Letter of Reference or Commendation upon satisfactory completion of the internship
- An honorarium per month, to be commensurate with experience and qualification

Qualifications:

The ideal intern is expected to have:

- A university degree or currently enrolled in a university programme (education or related field preferred but not necessary)
- Professional proficiency in written and spoken English
- Strong communication and interpersonal skills
- Qualities as a reliable and responsible team player who is also a self-starter

It would be a bonus if the intern also has:

- Proficiency in spoken Mandarin who can translate for students requiring assistance
- Skills and passion in photography and/or videography and is social media savvy
- Experience working with children, having knowledge about the values of SPCC education or having prior boarding experience

Application:

- Please send your CV with a cover letter expressing your interest in the position to Mr. Warren Lee, Summer Portal Director at wwlee@spcc.edu.hk
- The application process is on a rolling basis until the positions are filled.