



Internship program

General Conditions

HI-Canada, in collaboration with various **Hostelling International** associations worldwide, is offering young Canadians an opportunity for formative training in participating youth hostels, specifically in Belgium and Germany.

The program is ruled by the conditions explained below:

1. Types of internships offered

Youth hostels are offering internships in very specific areas and in some cases, it may combine several:

- Innkeeping (reception)
- Programming
- Catering
- Special projects (on hostels' request)

2. Eligibility

This program is intended for anyone meeting the criteria listed below. Applicants must:

- be working or studying in a related field for which you want to gain or increase experience, as with an academic internship for example;
- have studied in a related field without working and consequently, wishing to gain experience in this field with an internship;
- be Canadian citizens (or landed immigrants) aged between 18-35 years-old;
- be member of Hostelling International when applying to the program;
- be in good health;
- be graduates from high school or the equivalent;
- have a good knowledge of French and English languages;
- have a basic knowledge of German for internships in Germany;
- hold a passport valid six (6) months after return date and obtain a visa, when necessary.

3. Conditions

Internships may vary in duration from 2 months to 1 year. The internship workweek is of a maximum of 35 hours. For every applicant selected, HI-Canada makes sure that you obtain the hostel mandatory documents.

Before arrival of the trainee, the hostel manager will have planned training on all jobs to be assigned to you. This training will enable you to better understand this new environment (in order to adapt to the hostel's activities). Upon arrival, the trainee will set goals and skill acquisition objectives.

For a better follow up, the trainee must produce two reports during the internship: one at mid-internship and the other at the end. Only one report is asked for internships lasting less than 4 months.

There is no basic remuneration but host hostels provide the trainee with food and lodging and have been told that lodging should be as private as possible. Hostels offering cafeteria or restaurant services will accommodate the trainee but those providing cooking facilities only will give an allowance (amount to be determined), covering the cost of groceries. If the youth hostel desires, it may give a weekly or monthly allowance (amount to be determined) for expenses other than meals. It should be noted that this is not a salary and that it may not be considered as an income from employment.

4. Registration

A file will be opened upon receipt of the complete application form along with a cheque covering registration fee of \$157.50 (\$150.00 plus taxes) payable to HI-Canada. If the applicant decides to cancel, the registration fee will not be refunded. It will be refunded only in the following cases: refusal of application, unavailable position, serious illness or death in the family. The last two cases require written proof.

5. Confirmation

HI-Canada will ensure that each file is matched with the most appropriate internship. After being selected, the applicant will receive a written confirmation (internship agreement), specifying his/her host hostel, the internship conditions as well as officializing his/her registration to the program.

6. Costs

After the registration has been confirmed, we strongly suggest that you contact your local travel agency in order to:

- purchase your airline ticket;
- contract your medical insurance.

After the confirmation, you must contact the general consulate of the host country to inquire about the mandatory documents besides the internship agreement.

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