



## **Girls on the Run – Maine Internship – Spring 2023**

### **Organization Description**

Girls on the Run (GOTR) is a transformational after-school program for girls in 3rd-8th grades. GOTR inspires girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. We teach life skills through dynamic, conversation-based lessons and running games. The program culminates with the girls being physically and emotionally prepared to complete a celebratory 5k running event. The goal of the program is to unleash confidence through accomplishment while establishing a lifetime appreciation of health and fitness.

**Internship:** Part-time; GOTR-Maine will pay a \$500 stipend

### **Position Summary**

**The Girls on the Run intern** works with the Girls on the Run-Maine staff and volunteers to support the program in a variety of ways. Tasks and responsibilities include pre-season program supply prep, data management, event support, along with development and stewardship efforts. After spending time to get to know the staff and the mission and we get to know you and your strengths, we will work with you to find a project related to marketing, development and/or programming.

An internship also includes volunteer coaching with one of our local teams. Teams meet twice a week after school for 90 minutes from March 20 through June 2. Teams are led by 3-5 volunteer coaches and all coaches participate in National Coach Training certification.

### **Potential Duties**

- Assist with program supply prep for 40+ teams for the Spring season
- Email marketing and communication to coaches and parents
- Data entry and clean up in database
- Prep gratitude gifts for volunteers
- Explore grant opportunities and assist with the preparation of grant proposals
- Assemble information packets for donors/sponsors or new board members
- Collect and analyze data from teams throughout the season
- Collect photos from teams and assist with Instagram posts
- Prep supplies for end of season celebratory 5k event on June 4, 2023
- Help with 5k logistics and event coordination

### **Time Commitment**

Approximately 10 hours a week in the office. Work times are flexible with additional work that can be done remotely. Coaching commitment approximately 4 hours per week for 8 weeks. Must attend Coach Training on February 28 or March 1. Ideally, available to work in the office March 1 through June 8.